

# CAMPUS FLYERING CHECKLIST

Use this checklist as a reference to plan and execute your flyering campaign across campus. ①Plan your route ahead of time, ②take flyers to places you were already planning to go, ③highlight specific locations based on target audience, and ④utilize your group members as volunteers.

| VOLUNTEERS |  |
|------------|--|
|            |  |
|            |  |
|            |  |

| SUPPLIES TO BRING |   |
|-------------------|---|
| Supplies          | ✓ |
| Flyers            |   |
| Push Pins         |   |
| Blue Tape         |   |
| Zip Ties          |   |
| This Checklist    |   |

| CAB                  |   |
|----------------------|---|
| Office or Dept.      | ✓ |
| 1st Floor            |   |
| 2nd Floor            |   |
| 3rd Floor            |   |
| The Greenery         |   |
| The Bookstore        |   |
| Student Activities   |   |
| KAOS                 |   |
| Cooper Point Journal |   |
| Flaming Eggplant     |   |

| HOUSING             |   |
|---------------------|---|
| Office or Dept.     | ✓ |
| A-Dorm Office       |   |
| HCC                 |   |
| Flyers for RA Boxes |   |

| SEMINAR 1 BUILDING |   |
|--------------------|---|
| Office or Dept.    | ✓ |
| 1st Floor          |   |
| 2nd Floor          |   |
| Counseling Center  |   |

| SEMINAR 2 CLUSTER |   |
|-------------------|---|
| Office or Dept.   | ✓ |
| Building A        |   |
| Building B        |   |
| Building C        |   |
| Building D        |   |
| Building E        |   |
| Einstein's Cafe   |   |
| Language Lab      |   |
| CCBLA             |   |
| SEM 2 A Lounge    |   |

| THE LIBRARY BUILDING  |   |
|-----------------------|---|
| Office or Dept.       | ✓ |
| The Writing Center    |   |
| Library               |   |
| Media Loan            |   |
| Computer Center       |   |
| SASS                  |   |
| First People's        |   |
| Registration Corridor |   |
| Photoland             |   |
| Library Lobby         |   |

| OTHER LOCATIONS       |   |
|-----------------------|---|
| Office or Dept.       | ✓ |
| Longhouse             |   |
| CRC                   |   |
| Comm. Building        |   |
| Lect. Halls & Rotunda |   |
| LAB 1 Comp. Center    |   |
| LAB 2 Main Floor      |   |
| Arts Annex Main       |   |
| Bus Loop              |   |
| Red Square            |   |