Resource Room & Event Promotion Tips & Tricks
Fall 2023 Updates

Below are quick links Resource Room Information
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Resource Room
Location: Student Center, 1st Floor
Hours as posted

The Resource Room should be used for all quick copies, which can be made at no cost to student groups.

Complete the **[Resource Room Request](#)** on the OSILD forms website to submit a request for copies/prints. Documents can take up to 48 business hours to print, so please plan accordingly.

All flyers must include the following information:
- Name or title of the event
- Date(s)
- Time(s)
- Location
- Name of sponsoring organization
- WSU logo ([Logos can be found here](#))
- Accessibility statement: *"To request an accommodation for a program or event, please contact Student Accessibility Services at accessibility@worcester.edu. Two weeks' notice is appreciated."*
- Cost of the program (if applicable)
- Date tickets go on sale (if applicable)

==**Student organizations will be subject to a fee of $7.50 any time that flyers need to be reprinted due to incorrect information being submitted. It is important that you proofread your work to ensure that everything has been included.**==

Please make sure that all flyers are formatted 8.5x11" and uploaded in PDF. We recommend using [Canva](#) when designing your flyers, for its ease of use and pre-made templates.

Additional information about flyers and posters
- Flyers and posters will be printed within 2 business days from their submission date
- 35 copies will be made of your flyer: 30 for OSILD and 5 for Res Life

- ○ If you have special requests (or don't need the full 35 copies for campus promotion), please include that on your request form
- Submitted posters will be hung up within 48 hours of being dropped off in OSILD
- The Resource Room staff will be responsible for delivering your flyers to their drop-off locations

Along with copies for flyers and other items, the Resource Room offers poster printing for a small fee, charged to the Student Organization. Posters are available in the following formats:

- 24"x36" for $8.50

There is a maximum print limit of three posters per event - each poster will go on one side of a board. Try to avoid full-color backgrounds; this may be edited if necessary by the Resource Room staff.

Display Board Reservations

The Resource Room Request also allows student groups to reserve up to three display boards for promotion of their event or to use during their event. Display boards may be reserved for up to two weeks before your event date. Resource Room staff will place the display boards at high traffic areas around campus. Availability is first come, first served.

Info Alley

Info Alley is also an option for student groups to advertise their larger events. If you would like a space in Info Alley, please contact Sarah Potrikus at spotrikus@worcester.edu to ask about availability. Large format posters (24x42) can be printed with Printing and Publishing.

When to Use WSU Logo & SAS Statement

Promo Item	Logo Required	SAS Statement Required
Flyers/posters promoting an event/trip	X	X
Flyers/posters promoting a meeting	X	X
Flyers/posters linking to a signup/application	X	
Handouts with event information	X	X
Handouts for meetings		
Copies of meeting minutes		

QR code - include link underneath