

Instructions for submitting promotions to the big board



Email your flyer to **Michael Brock** at mb2@ku.edu. The image will appear on the smaller screens around Capitol Federal Hall. Please provide at least 48 hours' notice. Here's what you need to know:

- If you **design the graphics**, you'll need to provide Michael a .jpg file that is 2546 x 960 pixels in size.
- If you **need help designing the graphics**, provide Michael with basic information about your event and he can help you with the design process. If your club plans to have Michael create the graphic, you must notify him well in advance of the event (a few weeks at least).
- Provide Michael with start and end dates for the graphic to run.