FLYER CHECKLIST

- [ ] Submit flyers in the program used to create the flyer (no picture formats please). For example:
  - [ ] If you used Microsoft Word, submit the "docx" file
  - [ ] If you used an online service, export the flyer as a pdf file
- [ ] Ensure your flyers do not break anonymity (full name, person's photo, personal email addresses, personal phone numbers, etc.)
- [ ] Live links are encouraged
- [ ] QR codes are encouraged
- [ ] Flyers must include:
  - [ ] Event Name
  - [ ] Hosting Entity Name
  - [ ] Event Date(s)
  - [ ] Location: name and address OR Zoom info