The Art Request System

The Art Request System can be found on the Center for Campus Life homepage (www.rit.edu/campuslife) under Quick Links. You can request artwork for a number of categories including flyers, postcards, social media posts, tickets, LCD ads etc.

If you would like to request a different category, select “Other” and describe your request in the description box. Always make the description box as detailed as possible. Information about the event and/or design request will help the Marketing Team better understand what you are looking for.

LCDs Advertisments

LCD ads are shown on the televisions of the Campus Center Lobby, Club Center, and SAU above Ben & Jerry’s.

If you already have artwork designed and would like it placed on the LCD screens, you must upload the appropriate file. LCD slides must be formatted horizontally (preferably in a 16:9 aspect ratio, but and landscape 11”x 8.5” flyer will work). If you upload poster/flyer art files (.psd, .ai, .eps, editable .pdf) we can reformat them to fit any type of advertisement. Jpegs and pngs are not editable, therefore we cannot reformat them.

Social Media / Calendar Ads

You can also request that your event be put on the weekly window calendar at the Campus Center entrance (Breezeway calendar), or be shared on the EventsAtRIT facebook/twitter pages. These requests are not guaranteed and are fulfilled at CCL staff discretion based on the number of events that day and week.

Prints

Every club gets 200 FREE black/white flyers per year, printed at the HUB with an Expense Approval Form. Visit the Club Center to complete the EAF.

Approval

All designs (flyers, logos, banners, t-shirts, etc.) need to be pre-approved by Sarah Griffith (sbgccl@rit.edu) prior to ordering or distribution. Design imagery may not include: profanity, firearms, nudity, copy-righted material, or drug or alcohol paraphernalia.

Distribution

Approved and printed flyers can be brought to the Club Center for campus-wide distribution. A Promotion Distribution form is required. It can be found on the Center for Campus Life website or in the Club Center. Our Communications Assistants can distribute flyers to the following locations:

- Monroe Hall 2nd Floor
- Clark Gym/Campus Center Breezeway
- CSD Student Development Center
- Apartment Complexes
- SAU/Campus Center
- Grace Watson Hall
- Academic Buildings
- Residence Halls

Students may distribute their own publicity, but materials without the Center for Campus Life stamp of approval or materials distributed anywhere besides public bulletin boards can be removed. For a complete document on posting procedures, please visit www.rit.edu/campuslife.