

If student organizations, clubs or others would like to submit flyers to be posted on ECTV (Publicity/Promotion TVs found around campus) to promote campus-related events, please send these requests to studentservices@eureka.edu. Additional details for ECTV may be found in the Student Handbook.

Photoshop, Microsoft Publisher, Microsoft PowerPoint, or Canva should be used to create ECTV flyers.

Flyers must be submitted as either a JPG or PNG.

You must submit your flyer in BOTH of the following sizes: 1920 (W) x 1080 (H) and 1360 (W) X 768 (H). Otherwise, your flyer will not appear on every TV across campus.

Each flyer must have the name of the event, time, date, location, and the accommodations statement, "For questions or to request accommodations, please contact [FIRST AND LAST NAME] at [EMAIL ADDRESS OR PHONE NUMBER]."

An ECTV flyer may be sent in at any time in conjunction to the date of the event.

Submissions must include a date for the flyer to be removed from ECTV.

Please allow 2-3 business days for your submission to appear on ECTV. It is recommended that flyers be submitted more than a week ahead of the event. Flyers submitted less than a week ahead of time may not be posted in time to effectively promote your event.

For assistance in submitting flyers, contact the Office of Student Life at 309.467.6420.