

These guidelines apply to all flyers produced for EBAC sanctioned clubs, leagues, events & activities.

1. Approval:

- All flyers must be approved by the approval committee as appointed by the President of the EBAC. Send all flyer approval requests to Christine Elliott
- All flyers must be annotated with the approver's initials

2. Format:

Printed Format: (hanging throughout the company)

- All flyers must be on standard paper (8-1/2x11, 8-1/2x14, 11x17-inch) unless for TV format see steps below
- All flyers must contain "EBAC" in large type at the top of the flyer
- All flyers must be annotated with the identification of the point of contact, including

phone number or email address

- All flyers must be annotated with a removal date
- All flyers at the bottom should have this note **with no deviations**

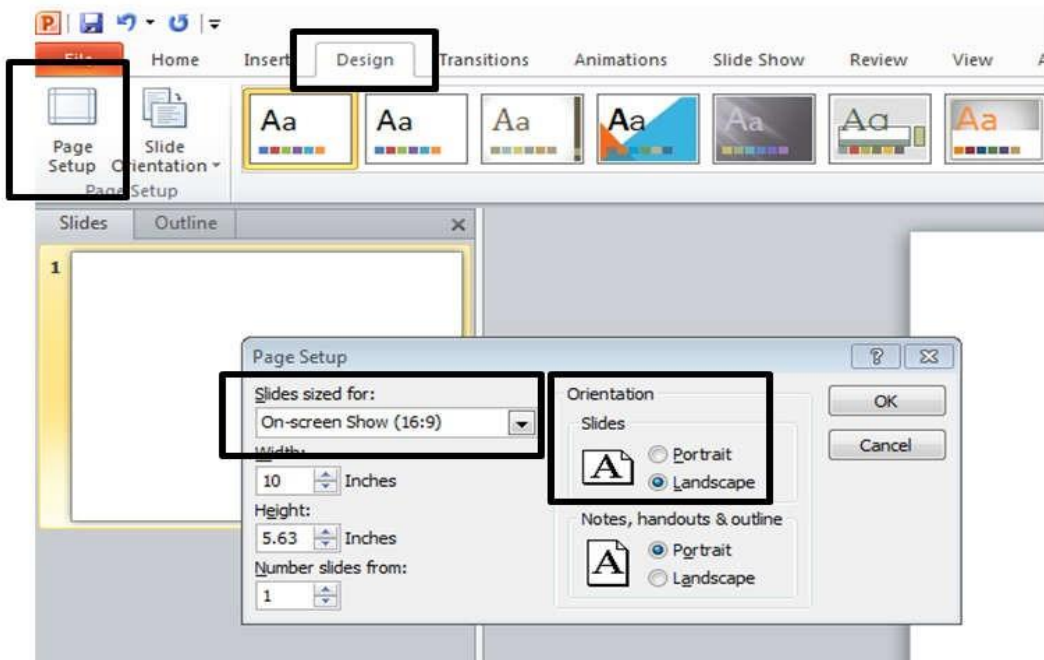
Please let the ____ Club Commissioner know if there are any special needs to take part in this activity.

You can find the latest commissioner list on the EBAC website, <http://www.ebac.us> under contacts.

TV Format: (for display on screens in buildings)

- All TV flyers you must create in a PowerPoint

For Slide set up follow setting in figure below to achieve the correct format



For slide transition follow steps below



Flyer to follow above rules for presentation

3. Processing

- Flyers must be forwarded to the approval committee in the Format described above.
- The approval committee will review, modify as necessary, affix initials and return to the sender in .pdf format (printed format).
- The approval committee will review, modify as necessary, affix initials and have posted on the TV's (TV format)