

EBAC Flyer Guidelines

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

1. Approval:

- All flyers must be approved by the approval committee appointed by the President of the EBAC, for the next two years that will be Lynn D'Amato and Liz Bove.
- All flyers must be annotated with the approver's initials

2. Format

- All flyers must contain "EBAC" in large type at the top of the flyer or at the top of the printed material
- All flyers must be on standard paper (8-1/2x11, 8-1/2x14, 11x17-inch)
- 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 one of these notes **with no deviations.**

To anyone who wishes to take part in any of the EBAC activities, if there are any special needs please let the commissioner of that activity know. You can find the latest commissioner list on the EBAC website <http://www.ebac.us> under contacts.

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.

3. Processing

- Flyers must be forwarded to the approval committee in Word , PowerPoint or Excel
- The approval committee will review, modify as necessary, affix initials and return to the sender in .pdf format.