

APPENDIX

Technical Guidelines

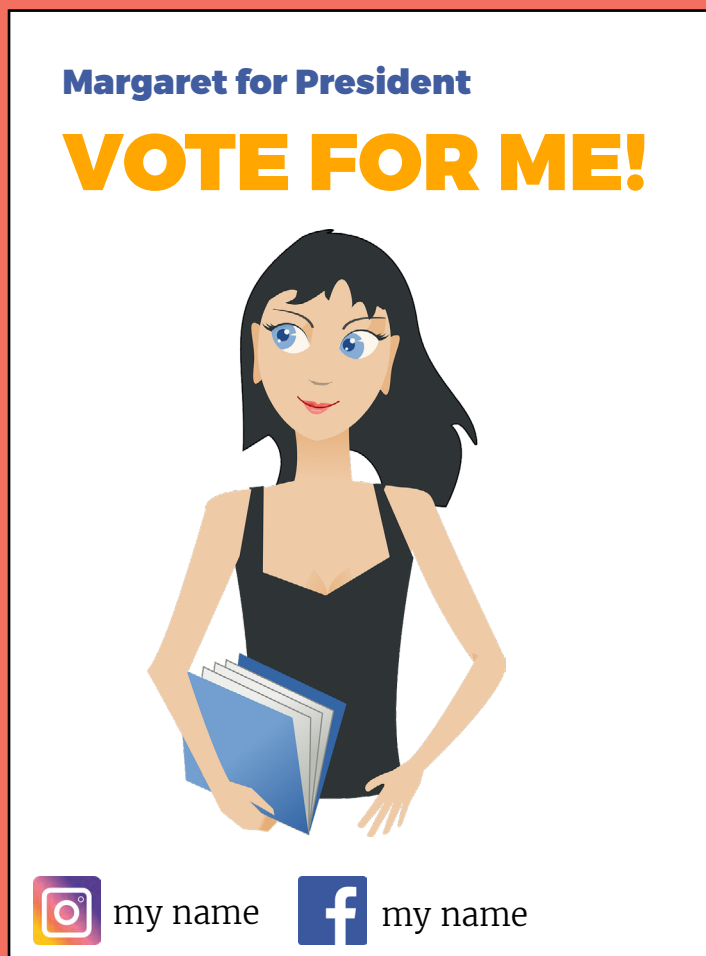
POSTERS & FLYERS

You need to provide your own digital poster designs for your campaign.

The SU will print the following POSTERS for you:

- 1 A3 poster for Sabbatical positions (President - Academic Life and President Student Activities).
- 1 A4 poster for all Part-time positions.

Please supply artwork for POSTERS in colour, A4, pdf format.



Your poster will typically have:

- your name
- position you're standing for
- a photo of you
- a slogan (a short & striking or memorable phrase)
- your social media handles (Instagram, Facebook, Twitter, TikTok)

You can use free software like Canva.com to design your poster.

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The SU can also print FLYERS up to the following amounts:

- 100 A5 flyers for Sabbatical positions (President Academic Life and President Student Activities).
- 50 A5 flyers for all Part-time positions.

If you would like the SU to print these for you, **you must request them by Monday 24 February 2025.**

Any further quantities must be paid for out of your campaign allowance and if you want the SU to print those for you, you'll need to request that allowing for 2 working days to process it.

Please supply artwork for FLYERS in colour, A5, pdf format.



Margaret for President
VOTE FOR ME!

my name Ugi am faceratur?
Quiscit ipsanda ndaeria
sequi ut modicipis ne caeri vendiore eos con-
estem quae. Equatem consendel ipsandisqui
offictatur, quatis cus atis am essum sequossi
nist omnit, quodit audis et et officia quam
quam, qui officipit quatem ipsapernam ratis
estintiLes sit harum, volorectate seditam
quibus ium idi doles aut quam ius eossum
nest, explignis dollacceptur sequi ommollaut
optibusdam, sitat deligenda imporeium volo
ex

 my name

 my name

Your flyer will typically have:

- your name
- position you're standing for
- a photo of you
- a slogan (a short & striking or memorable phrase)
- some text explaining what you'll do if you get elected e.g. your campaign points
- your social media handles (Instagram, Facebook, Twitter, TikTok)

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It's completely up to you whether you follow these suggestions. For example, your poster and your flyer could have the same design. Just remember that posters will likely be hung up on walls, whilst you'll get a chance to distribute the flyers to students directly.

All you need to do is ensure that all formats are correct when you send them to the SU and that you provide the voters with enough information on your campaign.

COMPLETE LIST OF CAMPAIGN MATERIALS

In total, you will need to send:

- **1 colour photo of yourself** (head & shoulders) on a neutral background. The image must have the following format and dimensions: JPEG or PNG, max 5MB.
- **A statement (max 200 words)** introducing yourself and explaining what you're planning to do if you get elected. Please supply this in a Word document.
- **1 Poster design in colour**, A4, pdf format.
- **1 Campaign Points Flyer design in colour**, A5, pdf format.

**All material must be submitted via the jotform
which will be available on qmusu.org.uk**