

## **GUIDELINES FOR POSTING INFORMATION**

All campus clubs and organizations, as well as persons or groups outside the campus community, must adhere to the policies governing the use of campus bulletin boards, display cases, and the placement of notices elsewhere on campus. Persons or groups who disregard these provisions may be subject to penalties and the organization's approved status may be revoked. All advertising and promotion must follow university policies and guidelines.

1. Posting is limited to event promotion only.
2. All promotional literature must be approved and stamped by the Office of Student Activities before posting. Please bring only one copy to be stamped and copied.
3. The completed Event Form must be on file in CreekSync before flyers may be posted.
4. Please do not move or take down other approved flyers to make space.
5. Posters or flyers may only be posted on Bulletin Boards or sandwich boards. Items should not be attached to walls, elevators, windows, doors, walks, stairways, the outside of buildings, trees, shrubs, utility poles, or any other surface on campus.
6. Fliers may not be attached to automobiles on campus.
7. Posting within the Union is digital and must be sent to the Director of Student Activities.
8. Fliers must comply with the individual guidelines of each bulletin board before posting. Bulletin boards controlled by the Office of Student Activities have published guidelines. When using other bulletin boards, the appropriate personnel should be consulted for authorization of use.
9. Posting in Residence Halls must be done through the Office of Residence Life in Sauls Hall.
10. Physical flyers and digital boards are for club events only.
11. All posted items should be in accordance with the institution's Statement of Purpose and the Code of Honor found in the Student Handbook.
12. All flyers must be removed within forty-eight hours of the date of the event.
13. All flyers and posters must be secured with appropriate materials. No glue or nails may be used. Restrict the use of pins, tape, etc. to bulletin board surfaces only.
14. With the exception of bulletin boards, no signs or event materials may be left overnight.
15. Chalking is not permitted on campus.

## **USE OF CAMPUS BULLETIN BOARDS**

Bulletin boards are available on campus for club use. There are guidelines for bulletin board use that are designed to reflect institutional purpose and to protect student groups' authorization for sponsored activities. Bulletin boards for club use are controlled by the Office of Student Activities and must meet the guidelines for use. Other bulletin boards, not controlled by the Office of Student Activities, must consult the appropriate personnel for authorization of use. The following bulletin boards or display cases are controlled by the Office of Student Activities:

### **D. RICH BUILDING**

1. First floor on the administrative hallway, near office 112.

### **TAYLOR BUILDING**

1. Inside front entrance.
2. Near elevator in the Basement
3. Both stairwells have strips of corkboard on different floors, must be on the corkboard.

### **OUTSIDE AREAS**

1. Board outside between the Fine Arts Building and LFSOB
2. Board outside of D. Rich.
3. Board outside of Carter Gym.

### **LIBRARY**

1. Periodical room, near copier.

### **BRITT HALL/BOOKSTORE**

1. Chick-Fil-A entrance, near women's bathroom.

### **MARSHBANKS**

1. Inside front entrance.

### **LESLIE CAMPBELL SCIENCE HALL**

2. 1<sup>st</sup> floor hallway.

### **TAYLOR BOTTS FINE ARTS BUILDING**

1. Inside front entrance.
2. Back hallway, behind staircase and across from the choir room, 148.

### **LUNDY-FETTERMAN SCHOOL OF BUSINESS**

1. POD Lounge.
2. Above water fountains across POD & First Citizen Wealth Management Center.

### **RESIDENCE HALLS**

1. Distribution Boxes are located in the Office of Resident Life.

### **HARRIS UNION**

1. Only digital flyers can be posted in this building.