

On-Campus Posting Policies

1. All posters must be stamped by the Information Desk.
2. A maximum of **8 posters per event** can be stamped and displayed in the Campus Center and Student Union **only** on the designated on-campus bulletin boards, bulletin strips, and windows between the Campus Center/Student Union and the Student Union/Library.
 - a. There are several bulletin boards/strips in the Campus Center (lower level) and 2 in the Student Union by the CIE.
 - b. Posters can **NOT** be posted on walls or pillars.
 - c. Posters, fliers, or handouts are not allowed to be posted, taped, displayed, or placed anywhere else besides the designated bulletins and windows.
 - i. They are **NOT** allowed to be placed on tables.
3. Posters **must** have a sponsored student organization or department printed or written on every poster.
4. 1 copy **must** be kept and paperclipped to a completed poster approval form.
5. Posters should be less than 6 ft in size.
6. The Campus Center, Student Union, and Residence Halls require poster approvals. **Residence Hall postings and fliers require approval from the Residential Life Office.** More details can be found [here](#).
7. **Academic** building posters vary by building. General policies include one poster per bulletin board or designated space and posters should include the sponsored group or department. More details can be found [here](#).
8. Posters must not mention drugs or alcohol.
9. All publicity in the **Evelyn Young Dining Room and/or Market Place** must be approved by the Dining Service Office.
 - a. Any window paint used should be acrylic paint mixed with soap—not car chalk or window paint.
10. All outdoor postings/chalkings/displays **must** identify a sponsor in visible, proximate locations so a viewer can determine who is associated.
 - a. Chalking cannot be on any vertical surfaces, walls, or buildings.
11. Posting flyers, leaflets, or other advertising materials on the windshields of vehicles in college parking lots is not permitted.

The Campus Activities Office reserves the right to remove posters if they have not been stamped, if they go against any posting policies, if they are past their event/meeting date, or if it's been more than 1 month since their stamped date and we need to make room for other posters.

Off-Campus / Community Posters

1. A **maximum** of 2 posters can be displayed on the 2 off-campus/community bulletin boards. There are 2 bulletin boards by the entrance to the CIE in the Student Union.
2. Both posters **must** be stamped and approved by the Information Desk.
3. **Employment Postings:** these will be stamped by Career Development and posted on the employment board in the Campus Center. One copy will also be placed in Career Development. These are the only copies allowed in the Union and Campus Center.
4. Posters must not mention drugs or alcohol.
5. Posters should be less than 6 ft in size.

The Campus Activities Office reserves the right to remove posters if they have not been stamped, if they go against any posting policies, if they are past their event/meeting date, or if it's been more than 1 month since their stamped date and we need to make room for other posters.