

## Publicity and Posting in the Campus Center and Student Union

- All posters must be stamped by the Information Desk.
- All posters must include the organization sponsoring the activity as well as the date, time, and location of the activity.
- A maximum of 10 posters will be stamped for the Student Union and Campus Center.
- All posters must be less than 6 feet in size.
- Signs CANNOT be posted on walls.
- Signs CANNOT be posted on windows, except on the glass walkway between the Student Union and Campus Center, and the Student Union and Library.
- Bulletin Boards in the Student Union and Campus Center are specified by categories (campus events, off-campus events, and preferred size of posting). Post only on appropriate boards to avoid removal of your postings.
- A maximum of 3 posters will be stamped for off-campus constituents, to be hung on the 3 approved bulletin boards (2 in the lower level of the Campus Center, 1 in the entryway of the Student Union).
- Evelyn Young Dining Room Table Tent Holders: Table tents must be reviewed in advance, printed on card stock, and not exceed 4 x 5.5 inches. Space is available for 72. Approved and printed table tents should be in the Campus Activities Office by the end of business day on Monday for placement by the Campus Activities Office staff on Tuesday morning. Groups are not permitted to place their own table tents in the Dining Room.
- Employment Postings: These will be stamped by the Center for Career Development staff and posted on an employment board in the Student Union. One copy will also be placed in the Career Development Office. These are the only copies allowed in the Student Union and Campus Center.
- Display Cases: There are six (6) display cases on the upper level of the Campus Center that are available for departments to reserve each academic year. Contact the Campus Activities Office for details.
- Tabling tables are available in the Campus Center on both the upper (4) and lower levels (2). Reserve them online at <https://gustavus.edu/events/reserve/index.php> or contact the Campus Activities Office for assistance.
- All publicity in the Evelyn Young Dining Room and/or Marketplace facilities must be approved by the Dining Services Office. Any window paint used should be tempera paint, not car chalk or window paint.

***The Campus Activities Office reserves the right to remove postings after one month to free up space for newer materials and/or refresh the look of bulletin boards.***

### Other Areas

- Sandwich boards are available for outdoor use only being mindful not to obstruct sidewalk traffic. Contact the Information Desk for details.
- For posting in residence halls, you must obtain approval from the Residential Life Office.
- General bulletin boards are available for posting in academic buildings. Posting on department bulletin boards, walls or stairways, and faculty offices is not allowed.
- Posting flyers, leaflets, or other advertising materials on the windshields of vehicles in college parking lots is not permitted.
- Sidewalk chalk is permissible on horizontal cement surfaces around campus. Avoid vertical ledges, walls, buildings, etc.

***All posted material must be consistent with the mission of the College and not be in violation of College policy or civil law.***