

Poster and Flyer Guidelines

In order to help our maintenance staff with clean up and to help to keep our campus safe and looking good, we are asking that you please use the following guidelines with regard to the placement and subsequent removal of posters/flyers/announcements by clubs.

1. Please submit a master copy of the poster/flyer to be distributed to the Administrator in charge of Activities (Hemans) 3-5 days *before* copies are made for final approval. The master copy will be initialed and dated in the lower right hand corner.
 - a. This means every copy of the flyer posted on campus will have that authorization in the corner.
2. Only official club posters/flyers can be displayed.
3. Poster/flyers are to be displayed in the Main Quad area on the designated boards using blue painter's tape or staples.
 - a. Posters/flyers are not to be taped to the ground as students may slip if hurrying to their class.
 - b. Posters/flyers are not to be displayed in the corridor between the Library and the Main Offices.
 - c. The tops of buildings cannot be used to display posters.
 - i. This is to prevent injury when posting/removing the poster/flyers.
4. Please do not display posters/flyers on painted surfaces such as lockers and posts.
5. Please ensure that safety precautions are followed when posters/flyers are being put up.
6. Lastly, posters/flyers should be put up no more than 5 days before the event being promoted and removed no later than the next day after an event has taken place.