

Publicity and Posting in the Campus Center and Student Union

- All posters must be stamped by the Student Activities Office.
- 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 Union and Campus Center, and the Union and Library.
- Cork strips for posting on the lower level are for banners (please make your banners vertical as to allow more organizations to post).
- Bulletin Board Postings- 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.
- 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 60. Approved and printed table tents should be in the Student Activities Office by end business day on Monday for placement by the Student Activities Office staff on Tuesday morning.
- Kiosk Postings- Postings for the kiosk outside of Johnson Student Union need to be stamped by the Student Activities Office.
- Employment Postings- these will be stamped by the Career Center and posted on the employment board in the Union. One copy will also be placed in the Career Center Office. These are the only copies allowed in the Union and Campus Center.

Posting In Other Areas

- Display Case reservations- two of the display cases in the upper level of the Campus Center are available for reservation. Contact the Student Activities Office for details.
- Tables are available in the Campus Center on both the upper and lower levels. Contact the Student Activities Office for reservations.
- Sandwich boards are available for outdoor use only being mindful not to obstruct sidewalk traffic. Contact the Student Activities Office for details.
- Sign holders, which hold signs created on **Tag Board**, are located on both levels of the Campus Center and are available for use. Contact the Student Activities Office for reservation details.
- For posting in the 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 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.

The Student 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.

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