

## POSTING POLICY

The posting policy is designed to promote campus environmental sensitivity, maintain a clean community environment, prevent damage to our facilities, and inform the campus community about information and activities. Any questions regarding this policy should be referred to the Dean of Students Office.

- **All posters must be approved through the Student Development/Dean of Students office Campus Center, Room 120.**
  - ✓ Approved posters must have the Dean of Students approval stamp.
  - ✓ Posters must be removed within 24 business hours of the completion of the event.
  - ✓ Poster size for bulletin board limited to standard paper (8-1/2" x 11").
  - ✓ Special permission may be given for a limited number of large posters or banners with location(s) approved by the Dean of Students Office.
- **Posters may only be posted on Bulletin Boards located in the various buildings on campus:**
  - ✓ Only one poster of an event/announcement **per general use bulletin board**.
  - ✓ Clubs and departments that have their own bulletin boards are free to decorate their boards as they wish, while maintaining good taste and consistency with the University mission. Clubs and departments with bulletin boards are asked to keep them updated throughout the year. Clubs and departments are not subjected to the one poster regulation stated above as long as it pertains to their club board.
  - ✓ Student organizations and departments are responsible for their own supplies in regards to posting (stapler, push pins, masking tape, etc.).
  - ✓ Directional flyers will be permitted to be posted (advertising, for example, "today's blood drive"). These flyers will be removed after the conclusion of the event.
  - ✓ Posters must be removed within 24 business hours of the completion of the event.
- **Poster Etiquette:**
  - ✓ No profane language, offensive phrasing, and references to alcohol and/or drugs may be used.
  - ✓ All words must be spelled correctly. Be sure to include **date, time, location of event, and sponsoring organization**.
  - ✓ If damage is caused by using an improper adhesive, or posting on a painted or other inappropriate surface, the sponsoring organization or department will be billed for any repair work needed.
- **Posters for the Residence Halls are approved through the Residence Life Office.**

### OTHER FORMS OF POSTING INFORMATION:

- Chalking is permitted on the sidewalks leading to the various buildings.
- Information on posters submitted to the Dean of Students office may be placed on the University Events Calendar and also submitted to the Stritch Digital Signage TV's when appropriate.

**Postings that do not follow these guidelines will be removed.**