



**Guidelines for Posting
February 7th, 2018**

- I. Approved posters and flyers may be posted on general campus bulletin boards and unpainted brick or concrete surfaces only.
 - A. ONLY use Blue Painters Tape when posting on a painted surface
- II. ONLY residential halls and woody's glass are allowed.
 - A. Blue tape ONLY to attach posters and flyers to glass
- III. Posting on bulletin boards must meet the following guidelines:
 - A. ONLY one poster or flyer may be posted per bulletin board.
 - B. Publicity must be tacked to bulletin boards. Tape and staples are NOT allowed.
- IV. Publicity is permitted on bulletin boards in the Whitten Center designated ONLY for Student Development use.
- V. No more than fifteen publicity items (excluding banners) may be posted in the Woody's Quad for any single event
- VI. Use adequate tape so the corners don't curl in and obscure your content
- VII. Publicity items may NOT be posted on the following areas: trees, windows, doors, steps, ground, painted surfaces, administrative bulletin boards, fire alarms or cars parked on campus
- VIII. Publicity items that compromise safety will be removed. This includes, but is not limited to, items hung from trees and items posted on the ground or on steps
- IX. Publicity items may NOT be posted over other current publicity
 - X. Promptly remove your flyers after the event is over
- XI. NO posting down hallways and no duplicate postings immediately next to each other
- XII. NO posting flyers on top of others' flyers