



POSTING POLICY

1. Posters cannot exceed a size of 18 inches wide and 18 inches high. (18"x 18")
2. Responsible party must have the following at the bottom right side of each poster/flyer.
 - a. Name of student organization / club
 - b. Take down date
 - c. Name of the person responsible for taking poster down OR Maintenance will take down posters on the specified date.
 - d. NOTE: Posters/Flyers without the above information will be immediately taken down by Maintenance or the area supervisor.
3. Posters / Flyers must be approved by the Student Life Coordinator or the Dean of Student Success prior to posting.
4. Posters/Flyers may be placed on windows of the cafeteria banquet room, testing center, library, student union, and gym. **POSTERS CANNOT BE POSTED ON WALLS** (Exception: With permission from Cafeteria staff.)
5. Flyers can be posted on the designated bulletin boards outside the classrooms/offices.
6. Posters/Flyers may be placed on glass windows THREE (3) weeks prior to the event.
 - a. Exceptions must be approved by the Student Life Coordinator and the Dean of Student Success.
7. Flyers may be placed on bulletin boards one week prior to the event. (Bulletin Boards must be shared if more than one event falls within the same week).
8. **Posters/Flyers CANNOT be placed on glass doors. Posters/Flyers CANNOT be placed on painted walls (stucco) or the poles in front of the library.**

Sample Poster/Flyer:



Movie Night
Tonight

Location: Student Union

Date: January 18, 2019

Time: 9 pm – 11 pm

Organization: ASO
Take Down: 1.19.19
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