

## Poster Approval Policy

The Director of Student Activities or a designee must approve *all* posters, signs and other promotional materials distributed on campus.

- Posters, flyers and other promotional materials should only be posted on designated bulletin boards using pushpins or thumbtacks or other areas as specified below. Do *not* post flyers on glass doors; only windows on the side of glass doors!
- Informational content in promotional material must adhere to all policies and procedures for the university.
- Promotional materials with grammar, punctuation and spelling errors will not be approved.
- Publicity may not contain information promoting the unhealthy consumption of alcohol, nor shall the promotion of alcohol be used as a tool to encourage participation in an organization's sponsored event.
- Only one poster, flyer or other promotional material will be approved for individuals or groups without sponsorship from faculty, staff or a recognized student organization of Schreiner University. With approval, such material may only be posted on the general posting board located in the Cailloux Campus Activity Center.

Below are designated posting sites for approved material:

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|-------------------------------------|--|
| 1. Moody/Trull Science Building     | 10. Tom Murray downstairs cork board   |
| 2. Hanszen Fine Arts Center         | 11. CCAC Portable Bulletin Boards  |
| 3. Gym Cork Board                   | 12. CCAC Easel Advertising   |
| 4. AC Schreiner Cork Board          | 13. Mail Boxes— <i>You must stuff the boxes yourself during mail center hours.</i> |
| 5. Library Entrance Cork Board      | 14. Residence Hall Lobbies   |
| 6. Weir Bulletin Boards or windows  | 15. Inside Bathroom Stalls   |
| 7. Weir Middle Floor Sandwich Board | 16. Cafeteria – with Sodexo approval   |
| 8. Dickey Hall Cork Boards          |  |
| 9. Cailloux Hall Entryway Windows   |  |

- Sidewalk chalking is allowed, but student organizations must first have approval from the Director of Student Activities. If the chalk is not removed within 48 hours of the event, cleaning will be charged to the student organization's account.
- Students and organizations are responsible for removing their own advertisements within 48 hours of the event or at the end of the posting approval designated by the Student Activities Office.