



Find Resources Based On: **WHO YOU ARE** WHAT YOU NEED RESOURCE FINDER EMERGENCY ASSISTANCE

Student Affairs > Leadership Engagement & Experiential Development > Policies and Procedures > **Event Promotion**

In this section...



- Meet the Staff
- Visit Hopkins Groups 

EVENT PROMOTION

Reservations for banners, Levering courtyard, and breezeway tables are made by reservation through the [25Live scheduling platform](#). Only [Registered Student Organizations](#) may use these resources.

Advertising Rules and Regulations

The rules and regulations governing advertising on the Johns Hopkins University Homewood campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, advertising should not disrupt academic classes, programs, or activities and should not damage the property of the university. Failure to follow the guidelines may result in the removal of posters, fines, and/or disciplinary measures.

- Advertising **must not** contain material that:
 - is pornographic
 - harasses any individual or group on the basis of race, gender, national origin, religion or sexual orientation
 - contains a message of hate or a threat of violence
 - promotes hate speech or events
 - promotes free alcohol
 - promotes unhealthy alcohol practices (e.g., drinking games)
 - or, otherwise violates University policy.
- Residence hall solicitation (dorm storming) is prohibited. This includes slipping advertising under or placing it on individual doors. Door-to-door peddling is not permitted.
- Individual departments and governing bodies may have additional requirements for advertising. It is the responsibility of the individuals or the groups promoting events and activities to contact the facility manager of a building in which posters and other advertising media are to be utilized.
- Student organizations cannot use an outside promoter to advertise their event.
- Any questions regarding the following advertising policies on the Johns Hopkins University Homewood campus may be directed to the office of Leadership Engagement and Experiential Development (located in The LaB).

Use of University Logo and Name

The use of the university name and iconography by student organizations is governed by the [university's brand guidelines](#) and JHU's Office of Communication. Student Organizations that use "Johns Hopkins University", "Hopkins", or "JHU" in their name or incorporate JHU iconography in their logo are required to comply with the branding guidelines. Student Leadership Consultants in the office of Leadership Engagement and Experiential Development are available to work with student organizations to manage this transition and provide assistance. Please email leadership@jhu.edu with questions and concerns.

Banners

Banners may be hung on approved campus structures through approval by the appropriate office and must abide by university policy.

- Requests to hang banners at the Breezeway can be made through the [25Live scheduling platform](#).

Posting/Flyers

The rules and regulations governing posters and other forms of advertising on the Johns Hopkins University Homewood campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of Johns Hopkins University.

- Flyers and posters can be utilized for registered and approved events in [Hopkins Groups](#). Flyers that are posted for events not approved in Hopkins Groups may be removed.
- Tape should not be adhered to painted, finished, or glass surfaces.
- Bulletin board flyers should be no larger 8.5" x 11" and not affixed over another flyer. Requests for exceptions for larger flyers or posters must be forwarded to Leadership Engagement and Experiential Development in The LaB.
- Flyers may not be affixed directly to buildings, doors, walls, or bathroom stalls. Flyers may only be affixed to designated bulletin boards.
- Flyers advertising expired events or not meeting this policy's criteria may be removed.

Individual departments and governing bodies may have additional requirements to post and/or advertising. It is the responsibility of the individuals or the groups promoting events and activities to contact the facility manager of a building in which posters and other advertising media are to be utilized. For information regarding the Residence Hall Posting Policy, visit the [Residential Life resources](#).

Any questions regarding the Posting and Advertising Policy on the Homewood campus of Johns Hopkins University may be directed to the office of Leadership Engagement and Experiential Development in The Lab.

Copier

All copy jobs should be for student group purposes. Anyone using the Student Activities copier will need their group's budget number. Groups can find their budget number on the Hopkins Group. If you are not sure how to locate your budget number, check out our PowerPoint.

[+ Having issues with the copier?](#)

+ Are there other copiers on campus that students can use?

Bulletin Boards

Leadership Engagement and Experiential Development has several bulletin boards for students to post announcements for their student group events. They are located all over campus.

Chalking

Chalking to promote events is allowed on Levering Courtyard and Breezeway on the brick surfaces only. Only “kids” non-toxic chalk is permitted. Chalking may also be done outside of Hopkins Café. It is the individual or group’s responsibility to remove chalk marks after the event.

Tabling

Tabling may be done by Registered Student Organizations on the Breezeway, Levering Courtyard, and Hopkins Cafe. Reservation requests are placed through the [25Live scheduling platform](#) .

Jay the Blue Jay Statue

Students may use the Blue Jay Statue to promote events, programming, and community spirit, and to further the free and open exchange of ideas which are a hallmark of the Johns Hopkins University community. [Be sure to follow the guidelines listed online.](#)

LOOKING FOR SOMETHING ELSE?

Resource Finder

FIND RESOURCES:	WHO ARE YOU 	WHAT DO YOU NEED 
SEARCH RESOURCES 	<input type="text"/>	

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ADMINISTRATIVE CONTACTS

Vice Provost for Student Affairs
Dean of Students

ADMISSIONS

Undergraduate 
Graduate 

OTHER STUDENT LIFE SITES

School of Advanced International Studies 
Bloomberg School of Public Health 
Carey Business School 
School of Education 
School of Medicine 
School of Nursing 
Peabody Conservatory 

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