

# Eastern Michigan University Campus Life

## Student Organization Poster/Flier/Table Tent Policy

Recognized student organizations at Eastern Michigan University agree to abide by the following when posting on campus. These regulations also apply to campaign materials for student elections and all campus contests. **Recognized student organizations and offices and departments of the university do not need to register with Campus Life to post flyers on campus bulletin boards.**

### Content

- All materials must bear the name of the sponsoring recognized student organization, noting that EMU or Eastern Michigan University may only be used at the end of an organization's name, not preceding it. • Posters or flyers should include the following information: event name, date, time, location and cost of the event.
- Be sure the location of your event (if on campus) is confirmed with a space reservation through the Event Planning Office in the EMU Student Center (or Convocation Center for Pease and Convo Center events); and that any ticket sales for on-campus events are set up through the EMU Ticket Office system BEFORE you post your flier.
- The maximum size of any poster shall be 18" x 24", unless otherwise agreed to in writing. • No flier may be posted that discriminates on the basis of race, age, color, religion, creed, national origin, marital status, ancestry, gender, sexual orientation or disability.
- Organizations may not advertise alcoholic beverages or their availability at events.
- It is expected that all poster/fliers conform with generally accepted standards of good taste.

### Posting Rules

- You may not post more than one flier at one time on a bulletin board. If several events are planned at one time, one poster or flier per event may appear on each board.
- Post all materials with thumb tacks or staples on the cork portion of the bulletin board. Use of tape, glue and other adhesives is prohibited, as is posting on adjacent frames, doors, woodwork, walls.
- Your fliers can stay up for a maximum of 14 days.
- Please remove your organization's fliers from campus boards no more than 24 hours after the conclusion of your event.

### Locations

**Student Organization Bulletin Boards** – there are student activities bulletin boards in many campus buildings. You may **ONLY** use these boards for your student organization fliers and posters. Please do not post in public spaces in campus buildings such as walls, doors, elevators, and windows.

Pray-Harrold: Boards located near the elevator on each floor.

Mark Jefferson: Boards located near the elevator on each floor except for the first floor. On first floor, some space within classrooms to the right of the chalkboard.

Strong: Large board located near Strong Auditorium with various additional boards located throughout the hallways (separate from academic boards).

Sherzer: Small area for posting on ground floor (separate from Art Department board).

Halle: Large boards found in computer labs on ground floor and outside bathrooms on ground floor.

Roosevelt, Quirk, Alexander, Sill, and Porter: Some boards found throughout main hallways.

Marshall: Easel type boards near main building entrances on upper and lower floors, and some small boards down the main hallways.

Owen: Easel type boards on 1st & 2nd floors as well as bulletin boards outside of the student lounge/café

area and ½ a bulletin board across from Graduate Advising (4th floor).

**Academic Department Boards** - Permission by the departmental administrator or designee must be received before recognized student organizations can post any material on academic department bulletin boards.

**Residence Hall Boards** - All fliers to be posted in the residence halls are to be taken to the Area Complex Director or Program Manager in the hall in which the posters are to be hung. The Area Complex Director or Program Manager will see to it that the materials are properly posted. Individuals are not permitted to post in the residence halls.

**Campus Grounds** - There shall be no posting of notices on any trees, buildings, telephone poles, wires, fire hydrants, parking meters, parked cars, trash cans, public signs or windows on the campus.

**Table Tents** – Reserve table tent space by contacting the appropriate facility manager:

EMU Student Center – Event Planning Office, 487-4108

Eastern Eateries – Eateries Assistant Director, 487-4453

The Commons (formerly DC1) – Assistant Manager, 487-2442

**Lobby Tables at EMU Student Center** – Student organizations may reserve a lobby table in the Student Center free of charge, by contacting the Event Planning Office, 312 EMU Student Center, 734-487-4108.

**Lobby Tables Academic Buildings** - Permission to set up a table in the lobby of an academic building must be obtained in advance by the Building Administrator for each building. Orgs. must provide their own table:

**Building Administrators**

Alexander	Nancy Snyder	nsnyder@emich.edu
Ford	Colin Blakely	cblakely@emich.edu
Halle Library	Administrative Office	734-487-2633
Mark Jefferson	Tracey Grant	tkovach@emich.edu
Marshall	Christine Karshin	ckarshin@emich.edu
Porter	Jeffrey O'Donohue	jodonoh1@emich.edu
Pray-Harold	Dean's Office	Reservations_artsci@emich.edu
Quirk	Dennis Beagen	dennis.beagen@emich.edu
Roosevelt	Nancy Snyder	nsnyder@emich.edu
Sherzer	Colin Blakely	cblakely@emich.edu
Sill	Keith Jason	kjason@emich.edu
Strong Hall	Alexandria Oakes	aoakes@emich.edu

**Distribution of Materials Policy for Off Campus Businesses and Individuals**

**No bulletin boards or distribution racks** are available for off-campus vendors or individuals wanting to post classified type advertising. EMU bulletin boards are for the use of EMU student organizations, programs, and departments only.

**Handbills** may be distributed outside buildings, on campus. The distributor must pick up excess handbills before

leaving the area. No registration process is required. - There shall be no posting of notices on any trees, buildings, telephone poles, wires, fire hydrants, parking meters, parked cars, trash cans, public signs or windows on the campus.

**Lobby Tables at the EMU Student Center** - Outside vendors may reserve a lobby table in the Student Center for \$50 per day by contacting Conference and Event Services, 370 EMU Student Center, 734-487-4108.