

Posting and Publicity

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Students are responsible for knowing the following:

Posters, banners, flyers, and other promotional, electronic, advertising or educational materials must be posted in accordance with the following guidelines. Failure to meet these guidelines may result in the immediate removal of the publicity without notice. Continued failure to meet these guidelines may result in limited publicity privileges.

Approval

An event must be registered with Master Calendar before public posting of the event may occur.

Postings located in the following locations are subject to special requirements:

- Postings in the Johnson Student Center Quad, Samuelson Pavilion, Johnson Student Center, outside of the Academic Commons, and Rose Hills Plaza must be stamped through the office of [Student Leadership, Involvement & Community Engagement \(SLICE\)](#).
- Postings in the residence halls must be stamped through the [Office of Residential Education and Housing Services](#).
- Postings in all other administrative or academic buildings must be approved through the administrative or academic department who have authority within that facility.

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No, thanks

Accept

The following policies refer to posting banners, posters, chalkings and flyers anywhere on campus, including electronic media.

Questions about these policies should be directed to [SLICE](#).

1. All promotional materials must clearly identify the sponsoring entity.
2. Posting for events is prohibited until the event is registered with Master Calendar.
3. With the exception of alcohol education programs, materials may not promote alcohol as the focus of the event.
4. Banners (materials greater than 12"x18" in size) and flyers (materials equal or less than 12"x18" in size) may not be affixed on windows (including windows on exterior doors), exterior walls, building entrances, light poles, map kiosks, benches, campus street signs, trees, or the ground. Authorized posting is limited to campus promotion kiosks, the ground level of the JSC (interior), Bookstore bulletin board, mailroom bulletin board, and department bulletin boards (with approval from that specific department).
5. Only the use of painter's tape (i.e., non-damaging) to adhere materials to surface is permitted. Any individual/group publicizing on campus will be held responsible for damages caused by improper posting.
6. Banners and flyers may be displayed for a period up to two weeks prior to an event and must be removed within 48 hours after the conclusion of the event.

Chalking Guidelines

1. All chalkings must be registered with [SLICE](#).
2. Chalking is limited to either the JSC or Academic quads. [SLICE](#), in consultation with Campus Safety and Facilities, may approve other locations.
3. Chalk must be designated as appropriate for use on sidewalks. It may be borrowed from the Student Activities Center.

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5. Chalk is removed on a weekly basis according to Facilities washing schedule.

Publicity in Residence Halls

Please refer to the [Residential Education and Housing Services Promotion and Advertising Guidelines](#) in the Student Handbook.

Distribution and Posting in Campus Dining Facilities

Please see [Campus Dining Policies](#).

Distribution of Printed Material on Campus

1. Distribution of handbills or commercial publicity by or for off-campus parties is prohibited without prior approval from [SLICE](#).
2. Distribution of handbills may occur in the JSC or Academic quads only.
3. Persons distributing the materials may not impede access to any building.
4. Individuals may not be forced, coerced or otherwise pressured to accept materials.
5. Solicitations or donation requests are prohibited. See [Vendor Solicitation and Canvassing on Campus guidelines](#).

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