



Guidelines for the Posting of Printed Materials Flyers & Posters

GUIDELINES FOR POSTING BY *ON-CAMPUS ORGANIZATIONS ONLY*

Currently recognized on-campus clubs and organizations may post banners on campus. Banner space must be reserved by completing a Banner Space Request Form and submitting it to the SORC. All banners must be approved for content prior to display, and may not be hung for more than two (2) weeks (Monday-Sunday). Banners may only be posted in designated areas (detailed below). Every banner posted by a recognized club/organization must be approved by the Student Organization Resource Center. Students whose banner space request is approved will receive a Confirmation of Banner Space Reservation sent via email from the SORC. This confirmation will include the name of the location and the dates for which the banner was approved.

For banners (up to 4" x 8"): Banner Hanging Locations:

DO:

- ... **Get all banner content approved** by the Student Organization Resource Center
- ... **Completely spell out the name** of your on-campus club, organization, or sponsoring department
- ... **Clearly show the event name** (meeting, dance, workshop, etc.)
- ... **Clearly show the date, time and place** of the event being advertised
- ... **Hang the banner on an approved location**
- ... **Hang the banner with string or twine only**
- ... **Reinforce the banner edges** with masking or other thick tape
- ... **Compose the lettering/images on the banner with non-water soluble paint** (otherwise the graphics and text will run if it rains)
- ... **Only hang the banner in your approved location**

DO NOT:

- ... **Hang the banner for more than two (2) weeks**
- ... Hang the banner on any exterior wall, window or door
- ... Hang the banner on any interior wall, window, or door (i.e. student organization campus office)
- ... Hang the banner on any tree, plant, light standard, utility pole, overhead support column
- ... Attach the banner to any sidewalk or ground area
- ... Hang the banner on any railing or fence not described in your approved location
- ... Hang more than one banner per approved location
- ... Hang the banner on top of any pre-existing banner, poster, or flyer

- 1. Langsdorf Hall: North Entrance, 2nd Floor** In the glass area above the 2nd floor north entrance to Langsdorf Hall, to be hung as large anchored banners. Only one (1) banner is allowed at this location at any given time.



Langsdorf Hall (outside view)



Langsdorf Hall (inside view)

2. Education Classroom Building: Southwest Railing

On the southwest railing leading to the main entrance of the Education Classroom Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.



Education Classroom Building

3. Humanities Building: 2nd and 3rd Floor Balconies

On the Quad-facing railings of the Humanities Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.



Humanities Building

4. McCarthy Hall Building: North and East facing railings On the Quad-facing railings of the McCarthy Hall Building, to be hung as large anchored banners. Only six (6) banners are allowed at these locations at any given time.

McCarthy Hall



McCarthy Hall

McCarthy Hall



McCarthy Hall

McCarthy Hall



5. Performing Arts and McCarthy Hall Bridge: East and West facing railings

On either railing of the bridge connecting the Performing Arts and McCarthy Hall buildings, to be hung as large anchored banners. Only two (2) banners are allowed at this location at any given time.



PA – McCarthy Hall – Building Bridge



PA – McCarthy Hall – Building Bridge

6. Kinesiology and Health Science Building: South West railing On the railing at the South West side of the Kinesiology and Health Science building. Only four (4) banners are allowed at any given period.



Kinesiology and Health Science Building

7. Computer Science Building: South stairwell railings

On the outside face of the south stairwell of the Computer Science Building. Only three (3) banners are allowed at this location at any given time.



Computer Science Building