

POSTER

AND FLYER ROUTE

A good way to publicize events or programs is to utilize the poster and flyer route. This route allows you to post flyers on the bulletin boards in campus buildings, up to 140 flyers in the residence halls, and 2 posters in the student center buildings. Flyers and posters may not be displayed any sooner than one week prior to the event. All flyers/banners must be removed after event.

FLYERS

Maximum Dimensions = 14" x 18"

FLYERS IN CAMPUS BUILDINGS

Rothwell: 3 bulletin boards

- 1st floor (2) & 2nd floor (1)

Williamson: 1 bulletin board

- Side door by parking lot

Dean: 1 bulletin board

- Main hall by Foreign Languages Department

Health & Wellness Center-Dean Hall: 1 bulletin board

Witherspoon: 5 bulletin boards

- 1st floor & 1 at each of the 4 entrances

Ross Pendergraft Library: 2 bulletin boards

- South entrance closest to Hindsman Tower
- 1st floor by the elevators

OPEN POSTING LOCATIONS

Young: 2 bulletin boards

- Near Bookstore and Post Office

Doc Bryan: 1 bulletin board

- At base of stairs in Doc's Place

Total # Locations in Campus Buildings = 17

*More than 1 flyer may be posted on each bulletin board

POSTERS

Maximum Dimensions = 3 feet wide x 6 feet long

POSTERS IN CAMPUS BUILDINGS

Baswell Techionery: 1 poster

Doc Bryan Student Services Center: 1 poster

- Doc's Place area only

Total # Posters in Campus Buildings = 2

RESIDENCE HALLS

FLYERS: 140- Bring flyers for Residence Halls to Residence Life, Doc Bryan 211 -- The staff will distribute flyers for you. Admittance to Residence Halls is for residents only.

POSTERS: Bring posters for Residence Halls to Residence Life, Doc Bryan 211 -- The staff will distribute posters for you. Admittance to Residence Halls is for residents only.

SIGN AND POSTER DISPLAY POLICIES

The display of signs and posters on any University property is allowed under the policies listed below:

- Signs and posters may be placed on campus bulletin boards by Registered Student Organizations and University departments.
- Bulletin boards located in the Young Building and Doc Bryan Student Services Center are designated as open posting areas and may be utilized by other entities. These bulletin boards will be cleared on the 15th day of each month.
- Bulletin board signs may be no larger than 14 x 18 inches and must be identified as to the organization or department responsible for their display.
- Any Registered Student Organization which wishes to place a poster, sign or any other display in any other location must have permission from Student Services or Residence Life. Some exceptions are allowed at specific times, such as during Welcome Week, Homecoming, etc. and at certain designated locations. Proper recognition and guidelines for such exceptions are obtained from Student Services, or for residence halls, from Residence Life.
- Placing handbills and flyers on automobiles parked on campus is prohibited. No handbills or flyers may be distributed on campus without approval from Student Services.
- Individuals or RSOs violating the sign and poster display policies are subject to University disciplinary action.