

PUBLICITY

Publicity done by or for a Registered Student Organization and/or University department is permitted on campus under the following guidelines:

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.

FLYER AND BANNER DISPLAY

Flyers and banners may not be displayed any sooner than one (1) week prior to the event. All expired flyers/ banners will be removed by Student Services. Student Services can assist in posting flyers in seventeen (17) locations throughout campus buildings and, in coordination with Residence Life, can assist in posting flyers in one hundred and forty (140) locations throughout the residence halls. Banners can be displayed in the following two (2) locations: Baswell Techionary and Doc's Place.

- I. Flyers may be no larger than 14 x 18 inches and must be identified as to the Registered Student Organization or University department responsible for their display.
- II. Banners must not exceed the dimension of three (3) feet wide by six (6) feet in length and must be identified as to the Registered Student Organization or University department responsible for their display.
- III. Any flyer/banner which promotes a Registered Student Organization's event cannot be posted until the event is fully registered and approved on theLink.
- IV. Any Registered Student Organization which wishes to place a banner, flyer 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 expectations are obtained from Student Services or, for residence halls, from Residence Life.

TABLE TENT DISPLAY

Table tents may not be displayed any sooner than one (1) week prior to the event. Table tents must be removed after the event by the RSO or University department. Advertising through the use of table tents may be permitted in Chamber's Cafeteria, Doc's Place and Baswell Techionary under the following guidelines:

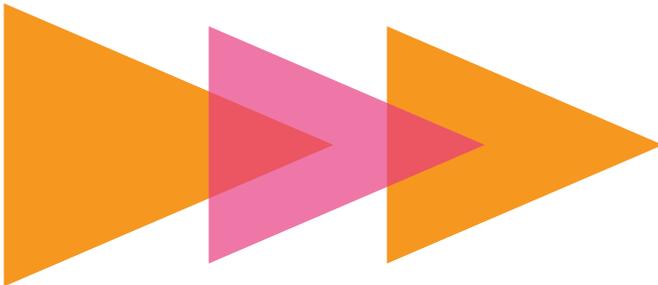
- I. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- II. Approval from Chartwell's Dining Service staff.
 - Chamber's Cafeteria Office, 479.880.4310.
 - Baz-Tech, 479.498.6033.
- III. No more than two (2) table tents are permitted at any one (1) table at any given time. Placement after approval is on a first come, first served basis.
- IV. The table tent may not be any larger than six (6) inches wide by eight (8) inches in height.

HANDBILL MARKETING

Distribution of flyers and/or handbills by RSOs or a University department may be permitted in the Hindsman Quad (area between McEver and Dean), and Chamber's West Lawn (see the Event Planning Guide for map), under the following guidelines:

- I. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- II. The flyer/handbill must clearly identify the RSO and/or University department responsible.
- III. The flyer/handbill must include an Arkansas Tech University valid email address of a contact person.

PUBLICITY



CHALKING

The opportunity to chalk advertise on campus by RSO's or a University department may be permitted in the Hindsman Quad (area between McEver and Dean), Chamber's/Baswell Techionary sidewalk, and the Wilson sidewalk (see the Event Planning Guide for map) under the following guidelines:

- I. Chalking is permitted only to advertise an approved scheduled event (not general advertisements for a RSO or University department).
- II. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- III. Area to be chaked shall not be bigger than four (4) feet by four (4) feet.
- IV. The sponsoring RSO or University department must be clearly listed in the marking area.
- V. Chalking is only permitted on the listed flat concrete side walk surfaces, away from any overhang.
- VI. Chalking cannot occur until 7 am on the first day of classes and cannot occur after the semester finals period begins.
- VII. Chalking may not occur more than five (5) business days.
- VIII. Only washable sidewalk chalk may be used. Spray chalk is not permitted.
- IX. RSOs and University departments may not place more than two (2) chalking advertisements within each approved area.

For questions, please contact Campus Life at (479)-968-0276 or campuslife@atu.edu.