



POSTING POLICY 2019

1. Posters cannot exceed a size of 18 inches wide and 18 inches high. (18"x 18")
2. Responsible party must have the following at the bottom right side of each poster/flyer.
 - a. Name of student organization / club
 - b. Take down date
 - c. Name of the person responsible for taking poster down OR Maintenance will take down posters on the specified date.
 - d. Email / Cell number of the person responsible for taking posters down
 - e. NOTE: Posters/Flyers without the above information will be immediately taken down by Maintenance or the area supervisor.
3. Posters / Flyers must be approved by the Student Life Coordinator or the Dean of Student Success prior to posting.
4. Posters/Flyers may be placed on windows in the cafeteria, testing center, library, student union, and gym. **POSTERS CANNOT BE POSTED ON W**
5. Flyers can be posted on the designated bulletin boards outside the classrooms/offices.
6. Posters/Flyers may be placed on glass windows **THREE (3) weeks** prior to the event.
 - a. Exceptions must be approved by the Student Life Coordinator and the Dean of Student Success.
7. Flyers may be placed on bulletin boards one week prior to the event. (Bulletin Boards must be shared if more than one event falls within the same week).
8. **Posters/Flyers CANNOT be placed on glass doors. Posters/Flyers CANNOT be placed on painted walls (stucco) or the poles in front of the library.**

Sample Poster/Flyer:

	
<h1>Movie Night</h1> <h1>Tonight</h1>	
Location: Student Union	
Date: January 18, 2019	
Time: 9 pm – 11 pm	Organization: ASO Take Down: 1.19.19 Jane Smith Jsmith@taftcollege.edu