University Posting and Promotion Policy 08/12

Student Union
- Campus groups that want to utilize the Student Unions digital signage should provide their message file (jpeg format) to the Student Life at least two weeks prior to the event. Digital signage requests and information should be submitted to Student.Union@Armstrong.edu. The Student Life Office retains the right to revise submissions as deemed necessary.
- The posting of fliers inside or outside the Student Union is strictly prohibited. Departments and organizations are encouraged to use the digital signage to advertise events.

University Housing
- Only University Housing staff are permitted to post fliers:
  o University Housing must approve any postings in university residential areas with a stamp of approval on the master copy before duplicating.
  o After making copies of the stamped flier, return them to University Housing to be posted.

Other Campus Buildings
- Only advertisements for Armstrong sponsored events are permitted for posting. Non-Armstrong event sponsors are encouraged to advertise in the Inkwell, (344-3252).
- Use only masking tape to hang fliers and posters. No scotch tape, double-sided tape or any other adhesive should be used.
- Do not post on glass or painted surfaces. Notices posted on these surfaces will be removed.
- Use only push-pins or thumbtacks (no staples or tape) to post on bulletin boards.
- Use only bulletin boards designated for campus notices. Do not post items on departmental bulletin boards.
- Materials should be taken down immediately after the advertised event has occurred. If the responsible party does not remove outdated materials, posting rights may be revoked.
- Fliers/notices can be distributed directly to others by hand but cannot be placed on vehicles in any manner. This includes Residence Hall parking lots.
- Organizations and departments are encouraged to use the campus newspaper, (The Inkwell 344-3252) and the weekly email newsletter, What’s Going, on Armstrong! (Office of Student Life 344-2504) to advertise.
- Chalk may only be used on uncovered concrete surfaces. Do NOT use chalk on slate surfaces (i.e. steps of MCC, fountain, UH Plaza) or the covered stage in Shearhouse Plaza.
- Outdoor banners, displays, lawn signs, posters, fliers or other notices must be approved by the Grounds Superintendent (344-2545) before posting.
- Fliers are not permitted on benches, light poles, building signs, or trees.

Questions can be directed to the Office of Student Life in MCC 201, 344-2504, or Student.Life@armstrong.edu