



Printed Poster Guidelines
As of 01/09/2012

- 1) All postings must be PORTRAIT and no larger than 11x17/tabloid.
- 2) ALL POSTINGS MUST BE APPROVED by the Student Affairs Coordinator, Jennifer Fries. This includes both on-campus and off-campus organizations, as well as personal ads from students, faculty or staff. ANY POSTINGS THAT ARE NOT APPROVED WILL BE REMOVED.
- 3) Student organizations, please allow for approval and printing time. Posters are most effective when they are up TWO WEEKS prior to the event.
- 4) Use push pins only to post fliers. Do NOT use staples or tape to post.
- 5) Each student organization can have 2 posters maximum up at one time in order to optimize opportunities for all student organizations.
- 6) Postings ordinarily will stay on the bulletin boards until completion of event or until they are no longer relevant.
- 7) No postings are allowed anywhere except approved bulletin boards. No flyers are to be posted on trash cans, walls, light posts, elevators, doors, windows or in restrooms or staircases.