PUBLICITY CODE

Publicity Procedures
All publicity must be officially approved by staff in either Student Life & Leadership office (SU201) or Marketing and Communications (CI165A). Types of publicity include flyers, banners and posters or any other items that will be posted around campus.

- The publicity may only be posted for a two week period of time (exceptions may be granted).
- You are expected to remove your own publicity after your event.
- Allow the respective office a 24-hour turnaround time to approve publicity.
- Please do not post publicity on glass, wood, cars, or fire alarms/extinguishers; in front of informational signs; on painted surfaces, vending machines, brick or cement surfaces.
- For large posters, please do not post on building walls. The only approved locations are listed below.
- Please do not post publicity in front of or over other publicity that is legally posted.
- Please do not tear down other flyers to make room for yours.
- All publicity in a foreign language must have an English language translation.
- All publicity must be identified with the name of the sponsoring organization and contain contact information.
- Please be mindful of how you post your items (tape, tacks, etc.) so as not to cause any damage to school property.

Publicity posting locations:
- There are 6 locations on campus where publicity may be posted:
  o Bulletin board located on the 2nd floor of the L Tower
  o Bulletin board located on the 5th floor of the L Tower
  o Bulletin board located in the Student Life and Leadership Office
  o Bulletin Board located in the Mid Quad
  o Bulletin Board located near Lot A Pedestrian Bridge
  o Bulletin Board located in the Rio Breezeway

Advertising within Buildings:
- The bulletin boards and door hangers located in various offices/classrooms on campus are under the jurisdiction of their respective department and may not be used without their expressed consent.

WARNING!
All publicity that does not have the official stamp of approval will be removed immediately and will impact future approvals.

This policy became effective on 8/15/01. Updated 8/19/15.