



PUBLICITY CODE

Publicity Procedures

All publicity must be officially approved by staff in Student Life & Leadership office (SU201). Publicity created by Marketing & Communications, can have an official stamp embedded in the file for printing – you will just need to ask for the stamp to be inserted when completing a marketing request form online.

- 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 4 locations on campus where publicity may be posted:
 - Bulletin board located in the Student Life and Leadership Office
 - Bulletin Board located in the Mid Quad
 - Bulletin Board located near Lot A Pedestrian Bridge
 - Bulletin Board located in the Rio Breezeway

Advertising within Buildings:

- Bulletin boards and door hangers located in various offices/classrooms on campus are under the jurisdiction of their respective department and may only be used after receiving their approval.

WARNING!

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