

CAMPUS LIFE

POSTING REGULATIONS

All postings generated by student(s), club(s), student service staff, and outside individuals that are to be posted on campus must be approved for posting in the Campus Life office.

The Director or Assistant Director of Campus Life MUST approve notices promoting SMU student generated events intended to be posted off campus.

Notices must contain clear, concise information regarding the event or program, including:

- Name of the sponsoring department(s) or group(s)
- Date of program
- Phone number or e-mail for further information
- Beginning and ending time
- Location (*Notices about on-campus events will not be approved unless the room reservation has been submitted.*)

GENERAL POSTING

The following types of postings are given a priority:

- Postings that promote a student or campus organization event, activity or program
- Postings that contain information relevant to students and/or other members of the SMU community
- Postings that promote off-campus educational, social, or cultural events

Entrepreneurial/Classified Postings

These kinds of postings are permitted, but do not take priority over those outlined above.

If the posting is for personal or entrepreneurial purposes, it must not exceed a maximum size of 8 ½" x 11" and not exceed a maximum of three per building.

Postings NOT permitted

- Postings promoting night clubs
- Postings containing spelling, grammatical or typographical errors
- Postings promoting the sale or use of alcohol as the primary purpose of the event

Posting Locations

Although Campus Life encourages creativity regarding posting locations, the following are prohibited:

- Placing notices on front doors of residence halls, trees, or over other notices.
- Placing notices on bulletin boards that are officially designated for department or organization use without permission from the department or organization.
- All signs posted in the TUB need to be attached with PAINTERS tape, no other tape is allowed. *You can check out blue painters tape from Campus Life in the TUB.*

Custodial and Maintenance staff have been instructed to carefully remove any postings (posters, announcements, for sale, for rent, etc.) from any location not approved.

Posting Guidelines

- Do not make copies of your posting until Campus Life stamps its approval.
- If the posting is faith-based it will need additional time to be approved, since it will need to be approved by the Office of Campus Ministry, in addition to the Office of Campus Life.
- Use PAINTERS tape, not tacks or staples, on all doors. *The use of other tape leaves residue.*
- Use only tacks or staples on all bulletin boards. *The use of scotch tape damages boards.*
- Do not post on glass doors or windows.
- Reference the Approved Flyer Locations sheet for information where items can be posted.
- Remove all postings within one week of the event date.