

POLICY: for Posters, Flyers, Tent Cards, Bulletin Boards, Sign Strips, Banners, & Easels

POSTER, FLYERS

- A. A copy of all flyers, posters, etc. must be filed with the Office of Student Activities.
- B. All wall signs may only be hung with masking tape ONLY. No signs are to be taped to vinyl/wallpapered surfaces or taped to any windows. You may use the metal sign strips located strategically throughout the campus buildings.
- C. All signs put up incorrectly or without authorization will be taken down and discarded without notice.
- D. Signs promoting an event, taking place on a specific date(s) should be taken down and discarded after the event date(s) pass. The maximum display time is fourteen calendar days.

TABLE TENTS

- A. Table tents may be displayed for a maximum five (5) school days.
- B. All table tents may be placed on tables in the Commons, TV Room, Study Lounge, and Vending Area.
- C. No more than two table tents may be placed on any table.

BULLETIN BOARDS

Bulletin Boards that are for the use of Student Activities are located:
Kelley Center Commons - on the north wall by the TV lounge
Main Building Hallway- 1st bulletin board on the north wall, coming from the east doors.

SIZE

- A. Wall signs must conform to the following sizes:
8 1/2" x 11" up to 24"x 30"
- B. Table tents should be limited in height so as to stand on their own.
- C. Paper banners may not exceed seven feet ten inches (7'10") in length.
- D. Yellow vinyl 15' banner supplied by Student Activities is the only banner to be hung from the mezzanine by student organizations (unless they have special permission by Special Facilities).

MATERIALS

- A. Signs may be of any color and lettering and may be done mechanically or by hand.
- B. All wall signs must be made of paper or poster board. Foam Core may be used on easels or table tents.

APPROVAL AND PROHIBITED CONTENT

- A. The Office of Student Activities is responsible for approving and scheduling of all signs provided by campus organizations and clubs.
- B. Signs must contain the sponsor's name. If co-sponsored this must be noted on the sign and all parties must be named.
- C. No signs will be permitted that promote illegal or discriminatory activities.
- D. No signs will be placed that contain profanity.
- E. All signs put up incorrectly or without authorization will be taken down and discarded without notice.
- F. All signs should have either the "Funded in Full" or "Funded in Part" "by Student Activities Fees" notification if Student Activities monies have been used for the event.
- G. If possible, please include Student Activities' website information on the poster/flyer: www.iuk.edu/student

If in doubt – please ASK!