

POSTER HANGING

All publicity materials must be approved by the Office of Student Affairs and stamped by the 15th floor receptionist prior to hanging. Any flyer containing quotes, statistics, or other referenced data must include proper citations. All flyers must include the name and email address of the sponsoring organization plus all pertinent event details. Student Affairs may decline any flyer that does not meet these expectations.

Posting is only permitted on the bulletin boards in Alfred's Café, the Vending Room, the Computer Lab, and the faculty/staff lunch room behind Adler Community Health Services. Publicity materials may not be left on furniture or tabletops and may not be taped to any doors, windows, cabinets, or interior/exterior walls. The west wall of Community Hall is a bulletin board and may be utilized during an event if previously scheduled; no other walls in Community Hall may be altered. All postings must be removed within three days of the event date; prior to the event date, no posting may be removed by anyone other than the sponsoring organization.