

ADVERTISING

Hanging posters, fliers, or banners on campus is very important not only to your events, but your group as well. Sometimes the only impression a person may have of your group is what they see in your advertising. A sloppy, misspelled advertisement will not help sell your event or your group.

Make sure your advertisements include:

- What the event is
- Where it will take place
- The date and time it begins and ends
- Who is the sponsor

Be creative and use eye catching colors or graphics! Some basic advertising supplies are available for use by student organizations from the Office of Student Activities, room 122 Schwarm Hall. The Coordinator of Student Activities can also serve as a resource for your group in its efforts to produce effective advertising.

POSTING SIGNS ON CAMPUS

When you are ready to hang your posters, signs, etc. please follow the guidelines listed below. Do not place a poster or flier on a bulletin board marked for departmental use!

If you wish to hang something outside, please contact the Physical Facilities before doing so. An adviser must initial a lower corner of an advertisement prior to posting. This insures proper spelling and punctuation.

Policy for Signs, Posters, Banners and use of Bulletin Boards

1. The use of bulletin boards inside classrooms is reserved for academic information posted by offices, departments and faculty only. All other information will be removed.
2. Bulletin boards in hallways bearing a RESERVED sign are for the department that owns that particular board. Non-departmental posters will be removed.
3. Each of the campus buildings will have at least one bulletin board available for use by campus organizations and administrative offices. These postings should be properly registered.
4. Off Campus information or external information can only be posted on one of two boards located either in the main stairwell of Mosler Hall or inside the Rentschler cafeteria, as appropriately marked. Both of these boards are marked OFF CAMPUS INFORMATION - STUDENT POSTINGS. This would include such information as book sales, roommates needed, etc., and such postings must be dated at the time of posting in the lower right hand corner. Information of this type is limited to a 14 day posting.
5. Signs, posters, flyers and banners may be displayed for no more than 14 DAYS OR TWO WEEKS. However, those relating to a specified event must be removed within 24 hours after the event by the sponsoring office or organization.

6. All signs, posters and flyers must be attached to bulletin boards marked for the specific use. NO printed information can be affixed to windows, doors or inside rooms. Tape is not permitted.
7. Posters and banners may not be attached to trees, fences or light poles with metal fasteners (e.g. tacks, staples, nails or wire), but rather with string or rope.
8. NO more than one copy of each item may be placed on each bulletin board designated for use. Signs should be clear and legible.
9. Your organization has the responsibility to have all materials stamped by the Office of Student Services - Room 130 Rentschler Hall.

Failure to comply with these regulations may result in the removal of signs without warning.

Adopted by Miami University-Hamilton Administrative council
October 6, 1986