

PUBLICITY POLICIES

Below are some policies for posting publicity on campus. If a student or student organization wishes to go beyond posting flyers, posters, and/or mailbox stuffers, they must consult a member of the Student Activities staff on the 2nd floor of the University Center for more information and approval (see the back of this flyer for more details). Additionally, you may drop off 5 posters (no larger than 11" x 17") at the UC Information Desk for posting in the following places: Goudy Commons, UC, and TIUA.

Academic Buildings

To post publicity in these buildings, the department administrative assistants in each building must grant approval.

Bistro and Willamette Store

Contact the managers individually about their posting policies.

CAT Cavern and Goudy Commons

Table Ads: There are no longer table ads allowed in Goudy, Cat or Kaneko

Grounds

Upon approval, outside publicity is permitted as long as nothing is attached to the foliage or outside of a building. The placement of stakes in the ground must be approved ahead of time so as not to damage underground systems or interfere with lawn-mowing service. Chalking is permitted on sidewalks only. Contact Grounds at x6143.

Library Boards

The Office of Student Activities will post flyers & posters on the boards outside the library, space permitting. Drop off copies at the Office of Student Involvement on the 2nd floor of the UC.

The Mail Center

Only registered organizations can stuff mailboxes. A form is required to assure materials are mailed to the appropriate people. This form is available at the Mail Center or Student Activities. We encourage other means of advertising instead of mailbox stuffers to help reduce waste.

Portable Dry Erase Boards

Portable, stand-alone dry erase boards are available for check out in the Office of Student Activities on a first-come first-served basis. These boards are a convenient way to save paper and advertise at the same time.

Residence Halls

All publicity for distribution in residence halls, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life. For publicity such as posters and flyers (no larger than 11" X 17"), either 18 (one copy in each building) or 33 (one copy for each floor) will be accepted. For more information on this policy, refer to the Student Handbook (2009-2010 edition).

Sandwich Boards

Portable sandwich boards are available for check out in the Office of Student Activities on a first-come, first-served basis (they can be reserved early though). Additionally, portable barriers (can be used as sandwich boards) are available from the Grounds Department by contacting x6143.

University Center

Flyers:

Flyers may be posted on designated bulletin boards on the 1st and 2nd floors. Flyers can also be posted on the glass doors as long as they do not obstruct vision and are only posted on the side panes.

Inside Banners:

- Banners may be hung inside the UC on the lines on the first floor.
- Ask the UC Information Desk for access to a ladder. Do not stand on tables/chairs to hang banners.
- Space is limited, so sign-up to reserve a space on the lines at the UC Information Desk.
- Banner paper is available in the Office of Student Activities for registered student organizations to advertise for events.
- Please use a 78" long piece of banner paper. Fold it in half for a double-sided banner.
- Texas Markers are available to check out at Office of Student Activities.
- Banners will remain on the line for the reserved time or until the event passes, whichever comes first. You are responsible for removing when this occurs.

Outside Banners:

- Banners may be hung outside the 2nd floor on the UC railing.
- You do not need to be a registered student organization to hang banners outside on the railings.
- Banner paper is available in the Office of Student Activities for registered student organizations.
- The banners must be tied to the metal railings. String is available from the Office of Student Activities. Please do not use tape.

Additional Publicity

Every effort will be made to accommodate special requests, as long as the following principles are followed:

- A meeting with a staff member from the Office of Student Activities must be arranged to discuss the actual publicity as well as any concerns prior to posting the material
- Publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be approved
- Publicity may not be anonymous; the name of the sponsoring individual or group must be displayed as well as contact information such as an email address or phone number
- A cleaning charge will be assessed if materials are not removed 24 hours after the event (e.g., painting windows, sidewalk chalking, helium balloons, etc.)

Failure to comply with these policies will result in the immediate removal of the publicity item and possible fines.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any others related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m to 6 p.m. The Office of Student Activities is located in the University Center, on the 2nd floor, or by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email us at wustudentinvolvement@gmail.com