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

Academic Buildings
To post publicity in academic buildings, the department administrative assistants in each of the buildings must grant approval. See the Campus Distribution Map on page 18 for more information.

Art Wall
Want to publicize your next event on a board seen by most people on campus every day? Then you’re looking for the Art Wall next to the UC! To reserve the board, please contact the Willamette Events Board President or their advisor (Emily Morris <aemorris>). The cost to use the board is $1 per day.

Bathroom Stalls
Only two posters are permitted in each bathroom stall at a time — one from an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) and The Toilet Paper publication. The Toilet Paper is limited but might be able to accommodate additions on a case-by-case basis. Contact Bryan Schmidt <bschmidt> or 503-370-6812 to inquire about submitting information to The Toilet Paper.

Bearcat Bulletin
The Bearcat Bulletin is a weekly newsletter that is distributed to the WU community (students, faculty, and staff) via email. To add an announcement, submit it online (www.willamette.edu/internal) or create an event on the Willamette University Calendar (cal.willamette.edu). For more information contact <bearcatbulletin>.

Bistro
Contact the managers at <bistroboss> or 503-370-6900 about their posting policies.

Digital Poster (the big screen in the UC)
The Digital Poster Program (DPP) provides community access to a Willamette Digital Screen. Student organizations may promote sponsored events to the Willamette Community under the following terms:

- All promotions must be formatted for digital display by one of these designated university offices: The Print/Design Center, WITS Production, or the Office of Marketing Communications. Only promotions received from one of the above listed designated offices will be aired. NOTE: Promotions can be created by students and submitted to these locations for formatting only at no charge.
- Display of promotions will be scheduled by the DPP coordinator, Chris Gramlich, <cgramlic> 503-370-6028.
- Digital promotions must include contact information on the poster in order to answer event-related questions.
- Only one submission per event will be accepted.
- All content must be received by 12:00pm on Monday in order to be considered for inclusion during the upcoming week. Any content received past the deadline will not be posted until the following Monday. Digital promotions will run from in 7-day cycles from 5:00pm Monday to 5:00pm Monday.
- Individual event digital promotions may continue to be displayed, contingent upon date of event, the volume of overall submissions and the discretion of the DPP Coordinator.
- Displays will not be altered mid-week, except in the event of an error or omission.
- Willamette maintains the right to refuse an admission based on principles of good taste and good judgment.

Events Calendar
Get the word out about your events: put them on the University Events Calendar, cal.willamette.edu. Reserving the room doesn’t automatically put your event on the Events Calendar. Getting on the Events Calendar doesn’t mean that your event is approved or that you have the space you’ve requested. The Events Calendar is just a means to publicize your events. If everyone uses it, we’ll all be better able to see what is happening and when and hopefully we’ll avoid over-booking! Keep in mind that you will not be able to make changes to your event(s) on the Events Calendar edits will have to be submitted for approval by email <cal-admin>. Be sure to plan accordingly.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member, or a Student Activities Intern for more details about this topic or any others related to leadership or your student organization. The Office of Student Activities is located in the University Center, on the 2nd floor, and can be reached by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email sa-interns@willamette.edu. Updated 6/16
Google Calendar
After events are submitted to the University Events Calendar, they will also be posted to the Willamette Google Calendar. Students may access this calendar through their Willamette email account. Events will be divided into categories (based on type) and can be accessed through the section titled “Other Calendars” (which is located on the left of the page in Google Calendar).

Goudy Commons
Only one flyer per event may be posted on the designated bulletin board.

Grounds
- Upon approval, outside publicity is permitted as long as nothing is attached to the foliage or exterior of buildings.
- The placement of stakes in the ground must be approved by the Grounds Department at 503-370-6143 so as not to damage underground systems.
- Chalking is permitted on sidewalks only and must be at least five feet from the entrance to a campus building.
- Portable sandwich boards are available in the Office of Student Activities on a first-come, first-served basis.
- Portable barriers are available in the Grounds Department by contacting 503-370-6143.

Library Boards
The Office of Student Activities will post flyers and posters, space permitting.

Mail Center
Only registered student organizations can stuff mailboxes. A routing form is available in the Office of Student Activities or the Mail Center.

Montag Center
Acceptable forms of advertising are limited to posters and window painting. Policies for posting publicity and painting of windows in the Montag Center are listed below. If a student or student organization wishes to go beyond what is outlined, they must consult with a member of the Montag staff for more information and approval.

General Policies
- General publicity policies for student organizations must be followed.
- Flyers may be posted on designated bulletin boards in the entry of the Montag Center. Posters and banners may be taped to the inside of windows and on the walls using blue painter’s tape.
- Glass doors must be free from obstructions (posters, flyers, etc.).
- Publicity is not allowed on the student art walls and will be removed.
- The Montag Center staff reserves the right to discuss concerns with the individual or group prior to posting the material.

Decoration Guidelines for The Montag Center Den
See willamette.edu/montag/events/ for information on decorating in the Montag Center Den. A Campus Safety officer must inspect all event decorations. You must schedule your inspection with Willamette Safety, Security and Parking no less than two hours before the beginning of an event to ensure that the above safety guidelines are being followed.

Residence Halls
Student organizations may post information or publicity in University residences on a space available basis. Posters of an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) do not need approval. All other postings within campus residences need to be approved through the Office of Housing and Community Life. Individuals need to bring or send the posters to the Office of Housing and Community Life. All publicity must go through Renee Jaime <rjaime>.
- Poster size is limited to a maximum of 11” x 17”.
- Posters must include contact information (name and email or phone number) of the sponsoring organization.
- All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Housing and Community Life on the second floor of the University Center (See the following Approval Process for more information).
- Posting on individual room doors without the permission of the occupants is prohibited.
- Posters may not be placed on the exterior of buildings or on entrance/exit doors without the approval of the Area Coordinator. It is our goal to ensure that people feel welcome and comfortable in their living environment and are not threatened or offended by posted material. If material submitted for posting is incongruent with this goal, the Office of Housing and Community Life will discuss concerns prior to posting the material.
- Posters must not infringe on any copyrighted material.
- Posters must be Willamette University related, no outside solicitation will be approved.

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Posting schedule for posters that go up in Residence Halls ONLY
There are two poster “due dates” each week, so be aware of the following information to ensure they are put up in the residence halls. Posters will go into Community Mentor (CM) boxes on Mondays and Thursdays. CM’s will pick up the posters from their boxes on Tuesday and Friday and put them up that day. Please plan marketing for your event so you can take advantage of the posting dates since only Housing and Community Life staff can post in the residence halls. If you have any questions or need approval of a poster, contact the Office of Housing and Community Life at <hcl>, 503-370-6212, or visit them on the second floor of the University Center.

Distribution Quantities
The number of copies an organization provides depends on its publicity needs:
- 18 copies will provide one in the lobby of each residential building (excluding sororities of which there are 3).
- 38 copies will provide one for each CM to post.
- If the organization only wants the posters displayed in selected halls (up to 32), the hall needs to be designated on each poster.

Posting During ASWU Elections
While candidates and students advocating for or against an election issue do not need to abide by the standard Housing and Community Life posting policy restrictions, they do need to abide by guidelines established by the Elections Board and the following policies. Campaign materials may not be posted on any doors. Doors are entrances and exits. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. Three posters per candidate or issue in a particular area (lounge, hallway, etc.) is reasonable. Individuals may not solicit door to door. That means they may not go through buildings trying to campaign, nor may they slide materials under residents’ doors.

Service Projects
For inclusion in the bi-weekly CSL electronic newsletter, submit information about your service project to <service>.

Sororities
If you wish to publicize in the sorority houses, flyers or posters may be left in the Office of Student Activities for pickup.

University Center
Flyers: Flyers may be posted on designated bulletin boards on the 1st and 3rd floors.
Banners:
- Banners may be hung outside on the UC railings. Poster paper is available in the Office of Student Activities for registered student organizations.
- Banners may be hung inside the UC, but the space is limited and available on a first-come, first-served basis. Use a 78” long piece of banner paper folded in half for a double sided banner.

Willamette University Logo/Imprint Request
Willamette University logos, including the bearcat, compass, or University name, printed on any form of publicity, must be approved by Mike Wright <mawright> or 503-370-6885. Request forms (see pages 44-45) are available on the Office of Student Activities website at willamette.edu/dept/osa and must be submitted with a proof of the artwork.

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