

Advertising Guidelines

All advertising must be approved and stamped by the Department of Campus Life Prior to distribution on campus. Advertising which has not been approved will be Removed and the individual(s) or organization will be liable for Disciplinary Action.

Please note the following:

1. The steps in receiving approval for signs or posters are as follows:
 - a. Construct sign or poster to the proper specifications (See “3a.”)
 - b. Have the poster approved at the Department of Campus Life on the third floor of the Student Activities Center.
 - c. Place the posters in approved areas only.
2. Stipulations regarding the placement of posters and signs are as follows:
 - a. All signs or posters used by approved student organizations shall be approved by the Department of Campus Life.
 - b. All signs or posters may be placed on bulletin boards located in specific areas on Campus.
 - c. Sodexo services approve all signs or posters for the dining hall after initial approval by the Department of Campus Life.
 - d. Bulletin boards in academic areas should not be used unless approved by the academic dean or department chairpersons.
 - e. **No signs or posters are to be placed on glass doors or glass areas. No signs or posters are to be placed on painted walls.** Specific permission is needed to put signs on any brick-walled building.
 - f. Signs or posters shall be placed on bulletin boards by thumb tacks only, and not by staples, tapes or adhesives.
 - g. Only approved student organizations can advertise on Georgia College & State University campus. Exceptions involving events of community interest shall be approved specifically by the Vice President of Student Affairs.
3. Limitations on the size, content, and length of time poster may be displayed are as follows:
 - a. Signs or posters are not to exceed 22” by 28” (poster size) unless approved by the building manager.
 - b. “Refreshments” shall be used in place of words denoting alcoholic beverages on all organization social function signs.
 - c. No signs or posters encouraging excessive use of alcohol or containing obscene material will be approved.
 - d. All signs or posters may be advertised a maximum of 10 days prior to an event.
 - e. Signs or posters must refer to a specific event and have the name of the organization sponsoring the event.
 - f. Outdated signs or posters shall be removed by the advertising organization. Within 48 hours after an event. Any organization not adhering to this guideline may face advertising restrictions.
 - g. A maximum of 25 signs or posters will be approved for placement under this policy.