

Posting Guidelines

ANY CANDIDATE POSTING ILLEGALLY WILL BE SUBJECT TO A \$25 FINE PER INCIDENT
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The following guidelines were developed to assist individuals posting flyers, banners and other type of materials on the campus. In order to make sure your items are posted in the correct location, please adhere to the information listed below. Items found in the wrong location will be removed; therefore it is imperative that you follow these guidelines carefully. Remember, all signs and flyers must be stamped and approved by the Department of Campus Life. Please see the Advertising Policy on the GC website for more detail.

Maxwell Student Union:

- Flyers, banners and posters must be given to the Department of Campus Life. In most cases, flyers and posters will be posted on the bulletin board next to the elevators.
- Flyers and posters cannot be posted on boards belonging to any organization.
- Organization's boards should only have that organization's information posted.
- Special request for posting Items in MSU must be approved by the Director of Campus Life.

Sodexo Dining Room:

- Items should be posted on the two large bulletin boards in the east and west entrances, or any other board in Sodexo dining room.
- Special requests to post items on dining room tables must be approved by the Dining Services.

Atkinson Hall:

- Signs can only be posted on the bulletin boards located in the building. No other locations are permissible.
- No literature, table tents, etc. will be allowed in the building.
- Signs posted in locations other than the bulletin board will be removed.

Lanier Hall and Arts & Science Building:

- Signs, posters and other items are not permitted on doors, walls, windows or any other location.
- Signs and posters should only be hung on bulletin boards.

University Housing:

- All signs should be taken to the University Housing office in Sanford Hall for posting in Resident Halls. (Flyers for apartment rentals cannot be posted in residence halls)

Front campus and grounds:

- Do not staple/tape or post items on tree, light poles, telephone poles, trash cans, bus shelters, bike racks, and exterior walls of buildings.
- Signs and flyers that exceed the listed deadline will be removed.

Library:

- No signs or posters should be hung on any glass surfaces or walls. Use bulletin boards in Atrium, computer labs and board near circulation desk ONLY.