

# Posting Policy for Publicity

Office of Student Activities □ [getinvolved.wustl.edu](http://getinvolved.wustl.edu)



Washington University in St. Louis

Student organizations and University departments are encouraged to publicize and promote their activities and causes to the University community. Postings may not make any reference to alcoholic beverages or other drugs. Sexist and discriminatory materials are not allowed. Student Union recognized groups must have the Student Union logo visible on all fliers, posters, announcements, and other publicity materials.

## Main Campus

- All posters, fliers, and other notices must clearly state the name of the student organization, the title and date of the event, and the date of posting. They may remain posted for one week prior to the event.
- A maximum of two fliers per bulletin board or kiosk is allowed. Posting on top of other fliers is not allowed. Tacks and staples must be used to attach fliers to bulletin boards.
- Each week, on Sunday afternoons, the bulletin boards will be cleared. Current postings will be reposted. ALL other postings will be discarded. Event Services may not be held liable for damaged or worn postings.
- Posters, fliers, and other notices may not be posted on walls, doors, windows, trees, lamp posts, or sidewalks.
- Student organizations are responsible for removing all of their publicity immediately after the event.
- Violations of these policies will result in materials being removed and sponsoring organizations being subjected to disciplinary action and the cost of any necessary repairs.
- Banners: Event Services provides paper for groups wanting to make their own banners for posting in Mallinckrodt Center. This paper is free of charge and can be obtained from Event Services in room 304 in Mallinckrodt Center. Painting must occur on the black table outside of the Event Services Office. Painting on the carpet is not allowed. The group may hang banners with tape from the concrete beams in Mallinckrodt Center. The banner must hang at least seven feet from the floor. Banner replacement is on a first-come, first-serve basis and is monitored by the night managers. Groups may post their banners no more than one week prior to their event and banners must be removed the day after the event. General announcement banners may be hung no longer than two weeks.

## South 40

- No more than one flier per open bulletin board is allowed.
- Fliers may not be attached to: official RA/RCD bulletin boards, painted surfaces, glass, doors of any type, floors, ceilings, trees, and sidewalks.
- Fliers may be posted only once per event.
- No posting on top of other current fliers. Tacks are preferred when posting; if using staples, limit to 2-3 per flier.
- Clearly identify sponsoring organizations on all materials.
- Banners are allowed only on the exterior balcony of Wohl Center and the cork strips inside Wohl Center, pending approval of the Wohl Center Coordinator. No banners are permitted to hang from resident hall balconies.
- Posters, fliers, handbills, notices, and other publicity may not be placed under the doors of residents in the residence halls.
- No permanently affixing adhesive materials may be used on any surfaces.
- Miscellaneous
- Chalking is allowed on uncovered sidewalks. Chalking is not allowed on building walls, trees, covered sidewalks or any other surface.
- Table tents may be placed on tables in dining areas only with the permission of the management of Bon Appetit.