



# Bay State College

## Office of Student Activities

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## POSTER & FLYER POLICY 2016-2017

### POSTING POLICY

All flyers, banners, designs, and other marketing materials MUST be approved by the Assistant Director of Student Activities. Violations to any of the posting policies will result in immediate removal of postings. Multiple violations will result in a loss of posting privileges. Posters/flyers should not have any misuse of language, display anything offensive, etc. Approval will be at the discretion of the Assistant Director of Student Activities.

### APPROVAL

The Assistant Director of Student Activities will be available for approval throughout the work week during office hours of 9:00 AM till 4:30 PM, Monday through Friday.

### FLYERS

The Assistant Director of Student Activities or designee will approve and stamp up to ten flyers per organization per week to be hung on the **designated bulletin boards** around campus. Flyers must be removed no later than 2 days after the date of approval or the *day after the event, which ever comes first*. Approved flyers can ONLY be posted on designated bulletin boards. Under no circumstances should flyers be posted on windows, doors, table tops or painted surfaces.

### BULLETIN BOARD LOCATIONS

- Dining Hall Bulletin Board, 125 Commonwealth Avenue
- Bulletin Board, 31 St. James 2nd Floor Lobby
- Student Activities Bulletin Board, 31 St. James 2nd Floor Lobby
  - \*Student Activities has the right to take down any flyers from this bulletin
- 3rd Floor Bulletin Board, 437 Boylston Street (Student Lounge & EM Office Hall)

### COPYRIGHT INFORMATION

Student groups and organizations need to be especially mindful of copyright issues when preparing promotional materials, showing films, designing organization gear, etc.

**PLEASE KEEP IN MIND THAT ALL POSTERS AND FLYERS SHOULD ONLY BE HUNG WITH APPROVED PAINTERS' TAPE OR PUSH PINS ON DESIGNATED LOCATIONS (BULLETIN BOARDS). USE OF DUCK TAPE, SCOTCH TAPE, DOUBLE SIDED TAPE, ETC. IS STRICTLY PROHIBITED DUE TO THE FACT THAT IT LEAVES RESIDUE, REMOVES PAINT, AND DAMAGES WALL. ANY ORGANIZATION THAT FAILS TO COMPLY WITH THIS CAN RISK HAVING THEIR POSTING PRIVILEGES TAKEN AWAY. NO POSTERS SHOULD BE HUNG ON WINDOWS, TABLE TOPS, DOORS, OR OTHER GLASS SURFACES.**