



Bay State College

**Office of Student
Involvement & Leadership**
31 St. James Avenue
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

POSTER & FLYER POLICY 2017-2018

POSTING POLICY

All flyers, banners, designs, and other marketing materials **MUST** be approved by the Assistant Director of Student Involvement & Leadership. 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 Involvement & Leadership.

APPROVAL

The Assistant Director of Student Involvement and Leadership will be available for approval throughout the work week during office hours of 9:00 AM till 4:30 PM, Monday through Friday. Flyers are also able to be approved if sent via Bay State College email.

FLYERS

The Assistant Director of Student Involvement & Leadership 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.

We ask that student groups do not print in excess in terms of advertising. For additional advertising ideas, please reach out to Kristin Staine, Assistant Director of Student Involvement and Leadership.

BULLETIN BOARD LOCATIONS

- 125 Commonwealth Avenue Lower Level Bulletin Board
- 31 St. James Avenue, 2nd Floor Lobby Bulletin Board (Welcome Desk)
- 31 St. James Avenue, 2nd Floor Lobby Bulletin Board (Get Involved)
- 437 Boylston Street, 3rd Floor Bulletin Board (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 PRIVLEDGES TAKEN AWAY. NO POSTERS SHOULD BE HUNG ON WINDOWS, TAPLE TOPS, DOORS, OR OTHER GLASS SURFACES.