



Bay State College

Department of Student Affairs

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MARKETING POLICIES

POSTING POLICY

All flyers, banners, designs, and other marketing materials **MUST** be approved by the Office of Student Involvement and 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 Department of Student Affairs.

APPROVAL

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

FLYERS

The Department of Student Affairs 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 unless previously approved via email.

We ask that student groups do not print in excess in terms of advertising.

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, AND 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.