

Guidelines for Advertising on Campus

PRIOR APPROVAL

- ✓ The Activities Office will approve fliers by signing the flyer in the bottom right corner.
- ✓ The Activities Office will also record a date in the bottom right corner that indicates the date in which all of the fliers should be removed.
- ✓ Copies of fliers must be made from the original flyer with the approval signature and disposal date.

THE LOGISTICS

- ✓ Only the **BULLETIN BOARDS** or teacher windows can be used to hang posters and flyers.
- ✓ Flyers should be thumb-tacked or stapled to the Bulletin Boards on all four corners for easiest viewing and longevity.
- ✓ Flyers will be posted on a first-come, first-served basis.
- ✓ Please do not cover other flyers with your flyers or posters. Failure to adhere to this rule may lead to loss of advertising privileges.
- ✓ If you would like to hang something in the library or in a teacher's room, you must receive permission from the appropriate staff member.
- ✓ Flyers should be placed on the window inside the classroom facing out.
- ✓ Absolutely no handbills or stickers are permitted.
- ✓ No advertisements are permitted on cars, lockers, or painted surfaces.

REMOVAL PROCESS

- ✓ Clubs or organizations will be responsible for removing all posters and flyers by the disposal date.
- ✓ Failure to approve flyers or remove flyers by the disposal date may result in loss of advertising privileges.