SPECIAL EVENTS
BULLETIN BOARD GUIDELINES
FOR DISPLAY OF POSTERS

Special Events provides the opportunity for recognized student organizations and divisions and/or administrative areas of Emporia State University to publicize upcoming events through means of bulletin boards located in buildings on campus. When space permits, ESU departmental flyers announcing non-event information of interest to the general student population may also be posted. This information pertains only to Special Events bulletin boards; it is in no way the policy for posting materials on departmental, Associated Student Government or Union Activities Council bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines.

As space permits, materials may be displayed for up to two (2) weeks in advance of the event. All materials must be approved in the Center for Student Involvement off of the Main Lobby in the Memorial Union. All postings will be done by Center for Student Involvement employees. In order for materials to be posted, it is necessary to comply with the following guidelines:

1. Student organizations must be recognized by Associated Student Government in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by recognized organizations.

2. Materials need to include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address), an Emporia State University approved power E logo, and the sponsoring organization's full name.

3. The deadline to submit a poster/flyer for the route is noon on Mondays and Thursdays.

4. During peak times, promotional materials will be posted on no fewer than 50% of the poster route in fourteen (14) academic buildings.

5. Due to bulletin board space limitations, materials cannot exceed 8.5" x 11".

6. No poster or flyer will be approved if it promotes profanity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in university policies), religious or political views, alcohol or drug abuse, or illegal activities.

7. Unauthorized materials will be removed and discarded without notification.

8. It is strongly recommended that a proof be given to the Center for Student Involvement for approval before copies are made. The number of posters/flyers required, depending upon coverage desired, is as follows:

   Non-Academic Buildings Only 10
   Academic Buildings Only 14
   Residence Halls Only 38
   Total Distribution 62

9. Materials promoting course offerings and schedule changes will not be accepted.

10. Any exceptions must be authorized by the Executive Secretary of the Special Events Board, who may be contacted through the Center for Student Involvement, 341-5481. 10/15/2009