PROMOTING EVENTS ON CAMPUS

Bulletin Boards
Main Campus has several bulletin boards that you may post in. All posters and publicity material(s) intended must be approved at the Office of Student Activities (located in the basement of Baldwin Hall) and stamped for posting. The organization members will be responsible for putting up and removal of all posters from bulletin boards.

Flyers
Students may create flyers and print them in color in Wiggins Library or print them in B/W for no charge in Office of Student Activities. Flyers may only be posted on bulletin boards and must be stamped by a staff member.

Advertising Cube (in front of Wallace)
This new advertising opportunity is available to all students in IOC organizations and CU Student Life Department.
- Students/Student Life Departments may spray paint this cube to advertise events
- May only be painted two weeks prior to event and must be painted over in white the day after the event has taken place
- Please contact sagrad@email.campbell.edu to reserve

Painted Sheets
Student organizations may purchase and paint sheets and request to have them hung up in Academic Circle.
- After the sheet is dry, bring to Student Org. GA at least 1 week in advance of posting. Have the dates ready for when you would like the sheet to be hung in A. Circle.
  - Note that hanging a sheet will cost up to $50 for the organization

Weekly Newsletter for Student Life
Student organizations may email Cameron Burroughs, Assistant Director of Student Activities @ cburroughs@campbell.edu for the next week’s newsletter by Friday @ 12 pm. Plain text submissions are preferred as they fit into the newsletter format.

Tabling
Tables and chairs may be checked out in Baldwin Hall for students to advertise their events. These may be checked out during office hours and signed by a staff member. Tables and chairs must be returned the same day they are borrowed.

Chalk
Students may advertise events with sidewalk chalk on any horizontal surface on campus apart from the University Seal. The area cannot be covered in any way and will therefore eventually be washed away by the rain.
GUIDELINES FOR POSTING INFORMATION

All campus clubs and organizations, as well as persons or groups outside the campus community, must adhere to the policies governing the use of campus bulletin boards, display cases, and the placement of notices elsewhere on campus. Persons or groups who disregard these provisions may be subject to penalties and the organization's approved status may be revoked. All advertising and promotion must follow university policies and guidelines.

1. All promotional literature or notices must be approved and stamped by the Office of Student Activities before posting. Please bring only one copy to be stamped.

2. The completed Activity, Meeting, or Service Project Clearance Form must be on file in the Office of Student Activities.

3. Promotional literature may not be removed or tampered with when placed in appropriate places.

4. Posters, notices, announcements or other material may not be attached to walls, elevators, windows, doors, walks, stairways, the outside of buildings, trees, shrubs, or utility poles on campus.

5. Fliers or notices may not be attached to automobiles on campus.

6. Fliers or notices must comply with the individual guidelines of each bulletin board before posting. Bulletin boards controlled by the Office of Student Activities have published guidelines. When using other bulletin boards, the appropriate personnel should be consulted for authorization of use.

7. All posted items should be in accordance with the institution's Statement of Purpose and the Code of Honor found in the Student Handbook.

8. All notices must be removed within forty-eight hours of the date of the event.

9. All notices and posters must be secured with appropriate materials. No glue or nails may be used. Restrict the use of pins, tape, etc. to bulletin board surfaces only.

USE OF CAMPUS BULLETIN BOARDS

Bulletin boards are available on campus for student use. Students are encouraged to use these bulletin boards to meet their publicizing needs as often as necessary. There are guidelines for bulletin board use that are designed to reflect institutional purpose and to protect students groups' authorization for sponsored activities. Bulletin boards for student use are controlled by the Office of Student Activities and must meet the guidelines for use. Other bulletin boards, not controlled by the Office of Student Activities, must consult the appropriate personnel for
authorization of use. The following bulletin boards or display cases are controlled by the Office of Student Activities:

**D. RICH BUILDING**  
1. First floor hallway.  
2. Second floor hallway.

**TAYLOR BUILDING**  
1. Inside front entrance.

**OUTSIDE AREAS**  
1. Board outside of Marshbanks Cafeteria.

**STUDENT CENTER**  
1. Front Hallway  
2. Second floor lobby of student life

**BOOKSTORE**  
1. Chick-Fil-A Entrance.

**LUNDY-FETTERMAN SCHOOL OF BUSINESS**  
1. Lounge.  
2. Hallway.

**RESIDENCE HALLS**  
1. Distribution Boxes located on the second floor of the student center

Annual Advertising Opportunities: Street Fair, Homecoming, Fall Carnival, Relay for Life