

CAMPUS POLICY ON POSTING PROMOTIONAL MATERIALS – Policy #32

Any information or promotional materials to be displayed on campus must follow the guidelines, which are outlined below. Campus Activities & Engagement is responsible for monitoring all promotions. Any questions can be directed to Campus Activities & Engagement Office, SCTR L104 (ActivitiesEngagement@uwp.edu).

General Information Regarding Posters/Flyers

Flyer	8 ½ x 14" or smaller	Can be posted on bulletin boards
Poster	8 ½ x 14" or larger, but smaller than 23 x 31"	Can be posted on posting strips and wall boards
Banner	23 x 31" or larger, but smaller than 3 x 6'	See Items #15-17

1. University affiliated promotions may be posted in designated locations (see #28) on campus as long as they comply with the posting policies.
2. The sponsoring organizations, departments, and units must be clearly indicated on the promotional material.
3. Bulletin boards designated as campus bulletin boards may be used for posting information of general interest to the campus. Bulletin boards are located in the Parkside Student Center, throughout the Main Complex, Tallent Hall, Residence Life, and at the Sports & Activity Center.
4. Public Posting bulletin boards are designated as a For Sale, Riders/Riders Wanted, and Public Notices board. All notices are removed from the Public Posting boards on the last Friday of the month. Public Posting boards are located at:
 - a. Parkside Student Center: ground level across from the WIPZ Radio Station
 - b. Wyllie Hall: on the concourse across from Women's Center
 - c. Molinaro Hall: ground level across from Moln D128
5. Only one flyer per event will be allowed per campus bulletin board and posting strip.
6. Flyers and posters may not overlap other promotions.
7. Posters and flyers may not be attached to walls, windows, doors, floors, trees, display cases, or any other part of the University grounds.
8. Posters or flyers cannot be strewn about the main concourse or eating facilities, or on the furniture or floors.
9. All posters and flyers that are placed in unauthorized locations or do not indicate a sponsor organization will be removed.
10. No type of publicity is to be placed within eight feet on any side of the framed portraits, artwork, plaques, and sculptures.
11. During times of campus elections or very large events, special permission will be granted for additional display time and areas. Permission for approval should be obtained from the Campus Activities & Engagement Office.
12. The Campus Activities & Engagement Office can approve posters and flyers advertising non-University sponsored events if the event supports the university's mission. The event must be of general interest to the University community and sponsored by the not-for-profit organizations.
13. Due to limited space, the university reserves the right to limit the distribution of any and all promotional materials.

Banners

14. Banners must be larger than 23 x 31" and smaller than 3 x 6', to be hung on campus in the designated locations: Parkside Student Center (2 spots), Molinaro Hall (4 spots), and Greenquist Hall (2 spots).
15. Banners will be hung based upon space availability and not longer than three weeks if there is a wait list.
16. Banners need to be dropped off at the Campus Activities & Engagement Office for hanging.

Other Forms of Promotion

17. Window Painting is permissible on the Bridge with student organizations given priority for space. Reservations are set for an entire week and cannot exceed three weeks.
18. Sidewalk Chalking: chalking cannot be done in areas with over-hangs as it needs to be able to wash away with the next rain.
19. Table promotion:
 - a. Table tent promotion may be put on the tables on the main concourse or outside Wyllie Market. The sponsor is responsible for the removal of any table tents within two days following the event.
 - b. Table promotion in the Parkside Student Center needs to be approved by Campus Activities & Engagement and will be placed in the napkin dispensers.
20. Distribution in resident halls must be approved by the Resident Life Office.
21. Distribution to resident mailboxes must be approved by the Resident Life Office. University sponsored materials will only be considered for distribution if each item is individually addressed.
22. Distribution of flyers, leaflets, or other literature on University property is only allowed by reserving a table. Student Organizations or offices/departments may reserve tables through Conference & Event Services/University Reservations.
23. Distribution of vending or credit card information or global technologies (including internet services, cellular phones, paging systems, or other telecommunication services/devices) is permissible on campus once per semester per company. These companies must reserve a space with Campus Activities & Engagement and be sponsored by a student organization.

Content

24. Material on posters and flyers which constitute discriminatory harassment or sexual harassment shall be removed. Decisions will be made by the Campus Activities & Engagement staff and based on UW-System and UW-Parkside policies, or applicable federal regulations. Appeals may be made to the Student Center Director.
25. Material that promotes and/or implies the use or abuse of alcohol or drugs will not be allowed. UW-Parkside shall not allow the manufacturer or distributor of alcoholic beverages to publicly or visible connect with university events or activities. Non-alcoholic beverage products are treated in the same manner as alcohol and beer products.

Allocation of Promotional Materials

26. For maximum effectiveness, promotional materials should be posted at least one week, but not more than three weeks prior to the event date.
27. In order to assist in your promotion planning, these are the maximum number of publicity allowed in each area:

Main Complex	Residence Life	Sports & Activity Center	Talent Hall	Student Center
25 Bulletin Boards (flyers)	40 Bulletin Boards (flyers)	1 Bulletin Board (flyers)	3 Posting Strips (posters)	2 Bulletin Boards (flyers)
19 Posting Strips (posters)	8 Posting Strips (posters)	4 Posting Strips (posters)	4 Classrooms (flyers)	3 Posting Strips (posters)
25 Classrooms (flyers)	2 Brochure Racks	1 Brochure Rack		1 Brochure Rack
6 Banners				2 Banners