

## RESIDENTIAL FACILITY POSTING GUIDELINES

- A. The Student Involvement Center (SIC-located in Kilgour Hall) will only approve posters with appropriate text and imagery for posting within the residence halls and apartments. All approved posters will be stamped. Other departments recognize this stamp and will honor it throughout campus when posted in other areas.
- Posters must be submitted at least five (5) business days prior to the date of the event.
    - ❖ Long term events (without specific dates or an end date) will be dated for one month only, unless special permission is granted by the Office of Residence Life and Housing. To request a long term event, please contact Residence Life at [arygh@carrollu.edu](mailto:arygh@carrollu.edu).
    - ❖ SIC will not approve or accept posters for residence halls and apartments five (5) business days before the first day of finals.
- B. The Residence Life staff will be responsible for posting approved advertisements.
- Each Area Director will distribute the posters to their RA staffs. Posting may take up to two business days.
  - Posters will be limited to **no larger than 8.5x14** on residence hall floors.
    - Due to limited space in some locations, large posters (those larger than 8.5x14 on the floors) will be approved at the discretion of the Area Director.
    - Portrait or vertical oriented posters are strongly encouraged.
    - At high volume times, space is very limited in some areas. If coordinating a series of events, we strongly encourage consolidating events into one posting.
      - It is recommended to consider social media, the Post-It Blog, or the use of Nirvana boards rather than postings at high volume times. For more information about high volume times, please contact us at [reslife@carrollu.edu](mailto:reslife@carrollu.edu).
- C. Flyers approved for distribution in the Residence Halls and Apartments:
- Student Organizations, Campus Departments, Academic Events/Class projects, and Community Partnerships where Carroll is clearly labeled on the flyer.
- D. Flyers and promotional materials **NOT** approved for distribution in the Residence Halls and Apartments:
- Advertising of jobs, off campus rental property, and non-Carroll related events. The Campus Center has community boards for this purpose.
  - Mailbox stuffers, mailbox flyers, and door hangers
  - Any posting that may lead to a policy violation or violates any university policy
- E. All content **MUST** have:
- Event Title / Academic or Class Name / Program Name / Organization Name
  - Event date (Including day, date, time, and location)
  - Carroll approved sponsor/ faculty/ staff/ department
  - Contact name and phone number or email

F. 49 posters is the maximum for all Res. Halls. *It is up to your organization to distribute additional flyers around campus.*

- AD for ST/SW: up to 11 posters
- AD for the Bergs: up to 12 posters
- AD for Kilgour/New Hall: up to 8 posters
- AD for Pioneer and Frontier: up to 8 posters
- AD for Apartments & Prairie Hall: 10

G. If a posting does not meet these guidelines or was posted not in accordance with the aforementioned guidelines, the Residence Life staff reserves the right to take these postings down and recycle them.

- Any group or individual found placing publicity in the residence halls or apartments without prior permission may be required to remove all advertising and clean any residue left on the wall to the satisfaction of the Area Director responsible for the area where the advertising was placed.
- In addition, the organization or individual will be billed for the repair of any damaged surfaces and may face sanctions for repeated offenses.
- Student organizations may be subject to Organization Conduct with the Associate Director of Student Activities.