

RESIDENCE HALL POSTER AND PROMOTIONAL MATERIAL POLICY

- 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.
 - 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 posters to their student staff. Posting may take up to two business days.
 - Posters will be limited to **no larger than 8.5x14 portrait orientation**.
 - At high volume times, space is very limited in some areas. If coordinating a series of events, we strongly encourage consolidating events into one poster.
 - 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.
- C. Posters 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. Posters and promotional materials **NOT** approved for distribution in the Residence Halls and Apartments:
- Advertising of off campus 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 promotes, encourages, or violates 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 Carroll University email
 - Using a social media platform or group is not acceptable contact information

F. Residence Life will accept one poster per front desk or apartment building. *It is up to your organization to distribute additional posters around campus.*

- If you wish to have posters in all residence halls, a total of 12 is needed.
 - AD for ST/SW: 1 poster
 - AD for the Bergs: 2 posters
 - AD for Kilgour/Hilger: 2 posters
 - AD for Pioneer and Frontier: 2 posters
 - AD for Apartments and Prairie Hall: 5 posters

G. Residence Life reserves the right to remove posters or promotional materials that do not abide by this policy.

- 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.
 - The organization or individual may 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.