



2019-2020 RESIDENCE HALL POSTER AND PROMOTIONAL MATERIAL POLICY

A. The Student Involvement Center (SIC-located in Campus Center) 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 reslife@carrollu.edu.
- SIC will stop accepting 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 and we strongly recommend consolidating event series into a single poster. It is recommended to consider social media, the Post-It Blog, or the use of Nirvana boards rather than postings.

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.
- 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 up to 13 copies of each poster.
- G. Residence Life reserves the right to remove posters or promotional materials that do not abide by this policy.
- H. 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 Residence Life. Student organizations may be subject to Organization Conduct.