

Center for Student Development

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Student
Organization
Manual

Charter a New
Student
Organization

Directory of Student
Organizations

Student Organization Manual Policies and Procedures

Publicity and Posting Policy

Applies to all chartered and university sanctioned student organizations.

General Publicity and Posting Policy

1. All posted material must be approved, stamped and dated by the Center for Student Development. One copy of the advertisement must be submitted to the Center for Student Development at the time of approval.
* This applies to all chartered and university sanctioned student organizations, on-campus departments/offices, off-campus groups and the general public.
2. Out-dated fliers, banners, and table tents will be removed and discarded.
3. Material should not overlap or conceal other announcements.
4. All advertising in another language must also have the same information presented in English.
5. All materials must have an expiration date. Exceptions include job applications, sale items, and roommates. All fliers will be removed at the end of the semester.
6. Obscene, libelous, and culturally insensitive materials will not be approved for posting.
7. Materials must be in good taste and support the mission of the University.
8. Publicity, i.e., banners, fliers, table tents may only be posted two (2) weeks in advance.
9. Materials that solicit money for individual use is prohibited.
10. Chartered and university sanctioned student organizations may not post materials that promote alcohol or drugs.
11. A maximum of one (1) flier per announcement or event may be posted on each bulletin board.
12. All publicity must contain the following information: who, what, when, where, how much, expiration date, contact name, and contact phone number.
13. Materials must not be attached to glass surfaces, floors, indoor or outdoor walls, or doors. Materials may not obstruct handrails.

14. Handwritten signage for the Student Union is not permitted.
15. The Center for Student Development reserves the right to deny posting of materials.

* For more information about bulletin boards, banners, table tents, display cases, and balloons, please see the Student Organization Manual on the web page www.twu.edu/o-sl/orgmanual.html.

Distribution

1. The facility coordinator, Center for Student Development, and an administrator from the Office of Student Life must approve distribution of materials and written information.
2. The Student Union has designated areas for distribution.

Publicity Areas

• Bulletin Boards

1. Advertising on bulletin boards must be no larger than 11x17 inches.
2. Bulletin boards on the 1st floor by the elevator, across the hall from the Post Office, beside the Baker's Dozen and northwest corner of 2nd floor lobby are reserved for announcements of meetings and special events.
3. Handwritten signage for the Student Union is not permitted.

• Fliers

1. A maximum of one (1) flier per announcement or event may be posted on each bulletin board.
2. All publicity must contain complete information, i.e.,
 - a. Who
 - b. What
 - c. When
 - d. Where
 - e. How much
 - f. Expiration date
 - g. Contact name and phone number
3. Distribution of approved fliers in the Student Union are allowed in designated areas only.
4. Materials must not be attached to glass surfaces, floors, indoor or outdoor walls, or doors. Material may not obstruct handrails.
5. Materials should be posted with tacks only.
6. Handwritten signage for the Student Union is not permitted.

• Banners

1. Banner location: green painted wall on the first floor that is seen when you walk up the stairs from the Underground.

2. Organizations or departments complete a Banner Request Form available in the Student Union office.
3. Banners are reserved on a first-come first-served basis.
4. Banners will be hung or displayed for a maximum of one (1) week.
5. Completed banners must first be approved by the Center for Student Development. Banners must meet guidelines outlined in the Student Handbook and Planner.
6. Banners must be 3 feet wide x 6 feet tall. Banners will be hung vertically. There are no exceptions to this rule. Banner paper may be picked up in the Center for Student Development and it will already be pre-cut to the specified dimensions. If the banner does not meet the dimension requirement, it will not be approved or displayed.
7. Banners can be used to publicize a specific event or meeting, and/or publicize your organization and/or department.
8. Advertising is limited to one banner per event.

- Table Tents

1. One table tent per event per table is permitted.
2. A maximum of two (2) table tents may be placed on tables in food service facilities at the same time. In order to accommodate as many organizations as possible, we ask that table tents be placed on no more than 50% of the tables at one venue.
3. Handwritten signage is not permitted in the Student Union.
4. A standing table tent format is required for displaying information on dining tables.
5. Dark colored paper should not be used.
6. Pre-approval of the table tent by the Food Service Manager is required to make sure guidelines are met. A sample will be initiated by the approver and kept on file. Food Service Manager is available in Conference Services Monday-Friday from 8 a.m. - 5 p.m..
7. Any table tent not following these guidelines will be removed.

- Display Cases

1. Space in display cases is available to chartered student organizations whose primary purpose is to serve students.
2. Space is reserved through the Office of the Student Union in a lottery drawing in September and January, and the dates and guidelines will be posted in organization mailboxes at the beginning of the semester.
3. Displays and information should remain current. Organizations are encouraged to change displays and update information as often as necessary to insure that current information is on display.
4. Display cabinets in the Underground lounge area are intended for use by students who wish to

display works of art including pottery and/or paintings. Contact the Student Union Office for reservation information.

- **Balloons**

1. Helium balloons need prior approval from the Student Union Director or his/her designee prior to placing them in the Student Union. This is to cut down on several organizations using balloons as advertisement purposes on any given day. It is the responsibility of the group to remove all balloons at the conclusion of their event.

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