

Publicity Resources

official CSU affiliated organization. For more information, contact the What's Up@CSU? Services coordinator via e-mail at whatsup@lamar.colostate.edu.

Chalking

This form of publicity is allowed only on horizontal cement surfaces within the LSC East Plaza (not on paving stones or walls). The East Plaza is a free speech area, which means chalking is permitted except that which violates law. Chalking must be at least 10' away from any entrance of the LSC. Please use water-based chalk only. After seven days, chalking may be removed at the discretion of the LSC Governing Board.

LSC Food Court Table Tents

LSC Food Court, Ken DeVault, 491-7465

The LSC Food Court offers on-campus organizations the ability to advertise using 250 4"x6" table tents in the Food Court area. Advertisements can be single or double sided depending on prior approval due to availability of space. No outside advertising is allowed. All events must be sponsored by an approved student organization whose name should be somewhere on the ad. Content approval is based on acceptable language and graphics. Space is available on a first-come, first-served basis. Advertising can be for one or two weeks continuous but new tents of different design must be put out if advertising longer than two weeks.

Residence Hall Posting

Department of Housing and Dining Services, Office of Residence Life, Room 111, Palmer Center, 491-4721

Student organizations, businesses, and individuals may advertise events on designated Residence Hall bulletin boards or place advertisements for students to pick up in designated locations, once approved by the Office of Residence Life. These regulations apply to all forms of print media (posters, fliers, etc.). Persons producing advertising materials are encouraged to review their plans with the Office of Residence Life before investing in the final product. We will be glad to clarify and interpret these regulations.

To post in the Residence Halls secure a Posting/Publicity Permit by submitting a copy of what will be posted (this copy will be kept on file) to the Office of Residence Life, 111 Palmer Center. Posted material must adhere to the Residence hall guidelines for posting:

- Advertisements should avoid the use of obscene language or illustrations.

- Advertisements should be sensitive to social concerns such as sexism and racism.
- Advertisements posted in Residence Halls may not include promotion of alcoholic beverages and/or drugs.
- Corporate sponsorship and/or logos are permitted on posters ONLY when clearly designated as financial sponsor.

Because space is limited and varies from hall to hall, contact each hall front desk to have your advertisements initialed and for instructions as to where advertisements may be posted. Advertisements that do not follow the above guidelines or are posted in areas not designated by hall staff will be taken down and discarded. Bring your own push pins/staplers to post materials.

Residential Dining Table Ad-A-Note Program

Dept. of Housing and Dining Services, Office of Residence Life, Room 111, Palmer Center, 491-4721

To enhance communication with students the Department of Housing and Dining Services has made available table caddies on all the dining center tables with a slot that permits the distribution of notices and announcements. The primary purpose of the Table Card Program is for housing and dining service to communicate with its customers. Non-CSU groups are not permitted to utilize the program. CSU affiliated groups who wish to use this program will be required to follow the prescribed guidelines available at the Office of Residence Life and obtain a "Distribution Permit" at Palmer Center in advance of placing their ads. A final "proof copy" will need to be submitted in order to obtain the permit. Please contact Residence Life for detailed guidelines.

Copying

Copy Rite: Lory Student Center, 491-5034
Fast Print: C101 Clark, 491-5553
W108 Anatomy/Zoology, 491-7072

Student FYI

Students are not allowed to submit Student FYIs. Please contact your student organization advisor as faculty and staff must submit the FYIs for your group. To submit a student FYI, visit the ACNS website at: <http://www.acns.colostate.edu/> Click on the link labeled "Faculty/Staff" listed in the left column under the heading "Specifically for." 39