

# CLOVIS COMMUNITY COLLEGE

## Poster/Flyer Instructions:

(Revised September 2018)

### Posting instructions:

- Groups/individuals/clubs can post up to 25 posters.
- Posters are to be posted in appropriate indoor poster boards with 3-4 tacks (two at the top corners of the poster and one to two at the bottom).
- Posters can also be posted on permitted outside kiosks.
- Posters should never overlap one another and should be posted at least two to three finger lengths across.
- Posters need to be in a straight and upright position.

### Posting Information:

- All posters not bearing the Clovis Community Logo or in the provided Clovis Community College Template (i.e. posters not from a College Department or Division) **must be approved and stamped by the Clovis Community College Student Center Staff**. Failure to do so will result in unapproved/unstamped flyers being removed and thrown away.
- Posters with inappropriate or offense language or themes are not permitted and will not be approved.
- Posters posted anywhere other than designated areas will be removed.
- Posters with unapproved (post approval) writing will be removed.
- Damaged posters will be removed.