

## STUDENT AFFAIRS

### Leadership Engagement & Experiential Development

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- Meet the Staff
- Visit Hopkins Groups [↗](#)
- Guide to Planning Demonstrations & Rallies [↗](#)

## EVENT PROMOTION

Reservations for banners, Levering courtyard, and breezeway tables are made by reservation on Hopkins Groups. Only Registered Student Organizations may use these resources.



### Advertising Rules and Regulations

The rules and regulations governing advertising on the Johns Hopkins University Homewood campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, advertising should not disrupt academic classes, programs, or activities and should not damage the property of Johns Hopkins University. Failure to follow the guidelines may result in the removal of posters, fines and/or disciplinary measures.

- Advertising **must not** contain material that:
  - is pornographic
  - harasses any individual or group on the basis of race, gender, national origin, religion or sexual orientation
  - contains a message of hate or a threat of violence
  - promotes hate speech or events
  - promotes free alcohol
  - promotes unhealthy alcohol practices (e.g., drinking games)
  - or, otherwise violates University policy.
- Residence hall solicitation (dorm storming) is prohibited. This includes slipping advertising under or placing it on individual doors. Door-to-door peddling is not permitted.


- Individual departments and governing bodies may have additional requirements for advertising. It is the responsibility of the individuals or the groups promoting events and activities to contact the facility manager of a building in which posters and other advertising media are to be utilized.
- Student organizations cannot use an outside promoter to advertise their event.
- Any questions regarding the following advertising policies on the Johns Hopkins University Homewood campus may be directed to the Office of Leadership Engagement & Experiential Development (The Lab).

## Use of University Logo and Name

The use of the University name and iconography by student organizations is governed by the [Student Affairs Branding Guidelines](#)  and JHU's Office of Communication. Student Organizations that use "Johns Hopkins University", "Hopkins", or "JHU" in their name or incorporate JHU iconography in their logo are required to comply with the HSA Branding Guidelines effective the first day of classes in the Fall 2017 semester. The Student Leadership Consultants in the Office of Leadership Engagement & Experiential Development are available to work with student organizations to manage this transition and provide assistance. Please [review answers to frequently asked questions](#)  or email [leadership@jhu.edu](mailto:leadership@jhu.edu) with questions and concerns.

## Banners

Banners may be hung on approved campus structures through approval by the appropriate office and must abide by University policy:

- Breezeway: [JHU Event Scheduling](#) 
- MSE Library: Janet Matthews ([janetm@jhu.edu](mailto:janetm@jhu.edu)) — 410-516-7879

## Posting/Flyers

The rules and regulations governing posters and other forms of advertising on the Johns Hopkins University Homewood campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of Johns Hopkins University.

- Flyers and posters can be utilized for registered and approved events in Hopkins Groups. Flyers that are posted for events not approved in Hopkins Groups may be removed.
- Tape should not be adhered to painted, finished, or glass surfaces.
- Bulletin Board Flyers should be no larger 8.5" x 11" and not affixed over another flyer. Requests for exceptions for larger flyers or posters must be forwarded to Leadership Engagement & Experiential Development in The Lab.

- Flyers may not be affixed directly to buildings, doors, walls, or bathroom stalls. Flyers may only be affixed to designated bulletin boards.
- Flyers advertising expired events or not meeting this policy's criteria may be removed.

Individual departments and governing bodies may have additional requirements to post and/or advertising. It is the responsibility of the individuals or the groups promoting events and activities to contact the facility manager of a building in which posters and other advertising media are to be utilized. For information regarding the Residence Hall Posting Policy, feel free to visit the [Residential Life Resources](#) page.

Any questions regarding the Posting and Advertising Policy on the Homewood Campus of Johns Hopkins University may be directed to the Office of Leadership Engagement & Experiential Development in The Lab.

## Copier

All copy jobs should be for Student Group purposes. Anyone using the Student Activities copier will need their group's budget number. Groups can find their budget number on the Hopkins Group. If you are not sure how to locate your budget number, check out our PowerPoint.

[+ Having issues with the copier?](#)

[+ Are there other copiers on campus that students can use?](#)

## Bulletin Boards

Leadership Engagement & Experiential Development has several bulletin boards for students to post announcements for their student group events. They are located all over campus.

## Chalking

Chalking is allowed to promote events on Levering Plaza, Mattin Center, and Breezeway on the brick surfaces only. Only 'kids' non-toxic chalk is permitted. Chalking may also be done outside of Hopkins Café. It is the individual or group's responsibility to remove chalk marks after the event.

## Tabling

Tabling may be done by registered Student Organizations on the Breezeway, Levering Courtyard, Hopkins Cafe, and the Mattin Center Courtyard. Reservation requests are placed through the [online reservation system](#) [↗](#).

## Jay the Blue Jay Statute

Feel free to use the [Jay the Blue Jay Statue: Guidelines for Use](#) as a resource for promotion. The guidelines are listed [online](#).

# LOOKING FOR SOMETHING ELSE?

## Resource Finder

<b>FIND RESOURCES:</b>	
<b>WHO ARE YOU</b>	▼
<b>WHAT DO YOU NEED</b>	▼
<b>SEARCH RESOURCES</b>	🔍
<input type="text"/>	

### ADMINISTRATIVE CONTACTS

Vice Provost for Student Affairs

Dean of Student Development

Dean of Student Life

### ADMISSIONS

Undergraduate [↗](#)

Graduate [↗](#)

### OTHER STUDENT LIFE SITES

School of Advanced International Studies [↗](#)

[Bloomberg School of Public Health](#) 

[Carey Business School](#) 

[School of Education](#) 


[School of Medicine](#) 

[School of Nursing](#) 

[Peabody Conservatory](#) 

[Events Calendar](#) 

[Promote an Event](#) 

[Maps](#) 

[Report a Website Issue](#)

[University Policies](#) 

[Title IX Information & Resources](#) 

[Higher Education Act Disclosures](#) 

[Accessibility](#) 

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