

SECTION VI – PART V

Advertising & Posting

The Office of Orientation and Student Involvement (OSI) offers advertising and posting resources to Recognized Student Organizations. Advertising and posting guidelines are established to aid in the distribution of information throughout campus. Advertising and postings that violate these guidelines may result in the removal of the violating materials; suspension or termination of an organization's recognition status; responsibility for cleanup/removal of materials in question; and/or referral to the Center for Honor Enrichment & Community Standards (CHECS).

Vandalizing or removing promotional items is not permitted and is not in agreement with CNU's commitment to free speech or public expression.

A. Approval

- Postings by Anchor Organizations and RSOs that are in good standing with the Office of Orientation and Student Involvement do not need approval before hanging on approved bulletin boards on campus.
- Postings by individuals, regardless of university affiliation, must be approved by the Office of Scheduling, Event, and Conferences. This applies to academic, personal, or business solicitations.
- Postings by outside entities (businesses, rental advertising, nonprofit organizations, etc.) must be approved in person by the Office of Scheduling, Event, and Conferences, located on the 3rd floor of the David Student Union.

B. Posting Locations

- Flyers, Posters and Brochures may be hung ONLY in approved posting locations which include; bulletin boards and posting kiosks in each academic building, the Freeman Center, and David Student Union.
- Banners hung in the David Student Union are reserved through the campus scheduling system, VEMS. Guidelines for banners are available on The Compass in the Student Organization Digital Resource Library.
- Chalking is permitted on smooth, paved areas of campus, to include York Street, and sidewalks outside James River and Santoro Halls. Chalking is not permitted on red brick pavers, under overhangs, or any vertical surfaces (which includes buildings, steps, signs, walls, statues, benches, etc.). All chalk promotions must be in an area that is easily washed by rain. Water-soluble chalk must be used.
- Posting guidelines for all residential facilities are set by the Office of Residence Life and can be found in the Residence Life Handbook. Questions should be directed to the Office of Residence Life, 3rd Floor of the David Student Union, Suite 3125, 757-594-8947.

- Posting in the Freeman Center is coordinated through the Trieshmann Health and Fitness Pavilion Director.

C. Required Information

The following information should be included on every campus posting/advertisement:

- Name(s) of the sponsoring organization(s).
- Contact information for sponsoring organization(s).
- Who, What, Where, When of the event or organization being promoted.

RSOs should refer to the advertising and posting policy in the Recognized Student Organization Manual for a full listing of marketing/advertisement opportunities and specific guidelines. For special promotions or unique marketing ideas, please contact the OSI to discuss feasibility and approval processes.