

POSTING GUIDELINES BY THE OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities seeks to provide the campus and community with an avenue to reach out to Otis College students, faculty, and staff. Posting information on campus bulletin boards is one of the forms of communication on campus. Posting will be allowed under the following regulations (regulations are imposed to maximize opportunities for information dissemination and to minimize damage to campus facilities, littering, and posting of unauthorized material):

- All flyers/posters must be stamped at the Student Life Center, located on the ground floor of the Anne Cole Building. A stamp does not signify support or endorsement of the event, only that the office approves the poster for posting, as it meets the posting guidelines listed below.
 - ❖ Commercial or business advertising or solicitation of any type is prohibited.
 - ❖ Flyers/posters will not promote the use of tobacco, alcohol or drugs.
 - ❖ Flyers/posters must not be obscene (i.e. indecent, lewd, disgusting or offensive to acceptable standards of decency or modesty), or libelous (i.e. evil, harmful or untrue statements), or have any form of hate speech.
 - ❖ Recommended flyer/poster size is 8 ½"x11" and no larger than 11X17.
 - ❖ Each posting will identify the person, department, or organization distributing it.
 - ❖ Flyers/posters will be "approved" on a first come, first served basis. Flyers/posters should not cover or overlap each other, nor should they extend over the edges of the bulletin board. Removing existing material is not allowed.
 - ❖ Only one flyer/poster per event, function or announcement will be permitted on each bulletin board.
 - ❖ Flyers/posters will not be affixed to walls, doors, mirrors, painted surfaces, stairwells, elevators, windows, or classrooms; they should only be placed on the bulletin boards.
 - ❖ Unless approved otherwise by the Office of Student Activities, flyers/posters may remain on the bulletin boards for a maximum of 14 days.

Otis College Registered Student Organizations, Campus Divisions and Units:

1. For registered student organizations, a copy of all flyers/posters must be emailed to ejavidzad@otis.edu.
2. There is a maximum flyer/poster size of 11"x17".
3. Flyers/posters should be taken down within 24 hours of the event, activity, etc.

Off Campus Affiliates and Groups:

1. All flyers/posters must be physically brought to the Office of Student Activities located in the Anne Cole Building.
2. An approval stamp must be given in the lower right hand corner of all flyers in order to post.
3. There is a maximum flyer/poster size of 8.5."X11".

Items that WILL NOT be posted:

1. Paid jobs directly related to art and design: These types of jobs should be posted on the job board. Individuals should go to <https://www.otis.edu/career-services/employers> to learn more about how to post on the job board. Employers can also call Career Services at (424) 207-2490 for further assistance.
2. Books and readers: Written approval must first be obtained from liberal studies.
3. Sales Advertisements are not permitted.