

Advertising on Campus Guide

General Guidelines

- Please be considerate of others. Do not place your signs on top of other signs.
- If you want your sign to remain up, check with the appropriate department before posting your signs on bulletin boards.
- **When your event is over, please remove signs.**
- Think of new ideas: Table tents, mobiles, different sizes for signs will attract attention to them.
- If you have professional signs, try cutting them into pieces before putting them up; people will be more inclined to leave your publicity alone.
- **Do not place signs on painted or varnished surfaces.** When tape is removed, paint and/or varnish will come off with tape strips.
- **Signs are not permitted on any glass doors.** They pose a fire hazard and therefore are prohibited, and will be removed.

Possibilities for Posting Sites

- The Marketing & Communications Department publishes and updates a complete listing of campus activities online, also known as the “Events Calendar”, accessible through the College website or the My.Westminster site. To submit an event to the “Events Calendar” go to www.westminster.edu/about/news/marketing-request-form.cfm

Art Gallery

- Do not place any signs on the Art Gallery doors or on the exhibit walls.

TUB Banners

The College welcomes recognized student organizations to display event banners on the second level and Carlson Atrium located in the McKelvey Campus Center. While the College supports freedom of speech, banners that do not reflect the mission of the College will be removed. We request that you adhere to the following guidelines:

- Organizations may display one banner per event.
- Multiple events sponsored by an organization during the same time period may be noted on that banner. Special permission maybe granted for those events which need more than one banner.
- Do not move or take down another organization’s sign.
- Banners may be no larger than 4’ H x 6’ L.

- They should not overlap other banners and wooden handrails, or interfere with pedestrian traffic on the stairs. Do not hang banner over the “TUB” signage. Under special circumstances, larger banners may be approved by contacting Gina Vance in Office of Student Affairs PRIOR to making the banner. If you proceed to hang an oversized banner without prior approval, the banner will be removed and discarded by Student Affairs.
- Banner may be attached to the metal railing with zip ties, ribbon, or string.
- Use of any other type of fasteners that would harm the woodwork or paint is prohibited. Organizations will be responsible for any repair. (Hanging kit is available at the Information Desk at no charge.)
- Banner may stay up for a maximum of two (2) weeks.
- The two week period will be in advance of any event. Greek organizations announcing their new members must remove the banners no more than two weeks following the formal bid day.
- Recognized student organizations will have priority to hang banners in the TUB area.
- Banners belonging to campus departments or other organizations should follow the timelines listed below, but may be taken down to make room for those belonging to recognized student organizations before the two week period concludes.
- Banners announcing weekly organizational meetings may stay up for one week at the beginning of each academic year.
- **Banners announcing an event must be taken down by the student organization within 24 hours of the last date of the event. After the 24 hour window, Student Affairs will remove and discard the banner.**
- Banners that must be taken down by MCC staff will be discarded.

Chalking Blackboards

- Use one corner of a classroom Blackboard to write your announcement.
- Please be sure to check with your professor first.

Dining Halls

- Table tents in dining areas
- Check with Food Service personnel before leaving advertisements.

Field House

- The office secretary will post information.

Health Center

- Bulletin board

Hoyt Science Center

- Bulletin board on the first floor by the math department

Kiosk

- Located between Old Main and Thompson-Clark.

Library

- Use the bulletin boards located in the McGill entry way, the McGill Computer Lab, and by the photocopier on the ground floor of McGill.
- Please do not post on woodwork or painted surfaces.

McKelvey Campus Center

- Blue “W” bulletin boards located on all levels of the building.
- Bulletin boards on the corners of the Information Desk.
- See the Information Desk staff to hang banners.

Old 77

- Do NOT post on glass or painted surfaces.
- All postings must be approved by staff.

Old Main

- Take postings for enclosed cases to the Academic Affairs Office.
- Do NOT post on painted surfaces.
- Do NOT post on exterior/interior doors or glass.

Patterson

- Music Department
- Snack machine area
- Outside practice rooms
- Bulletin board outside music lounge/library

Physical Plant

- Bulletin board

Residence Halls

- Please bring copies to the Student Affairs Office and Residence Life Staff will post in appropriate residence hall locations.

- We suggest enough signs for each RA or approximately six for each of our residence halls.
- We prefer to have you advertisement at least 48 hours before you would like them posted.

The Rock (by Lake Britain)

- Only the rock may be painted, not surrounding area.
- You must clean up after painting and discard trash.

Sidewalks

- Chalking is not permitted in immediate path outside of the doors since chalk dust tacks into buildings.
- Chalk may only be used in areas where rain will wash chalk away.
- If rain does not wash the surface, you will be responsible for cleanup.

Thompson-Clark

- Bulletin boards located in main stairwell.
- **No signs are permitted on painted surfaces or door glass.**

Titan Digital Signage

- To submit advertisement request go to Library & Information Services on My.Westminster

Veterans' Memorial on the Quad

- Out of respect to our nation's veterans, this memorial is not to be used for any advertising, notices, or chalking.

Social Media

- Don't forget Facebook, Twitter, Instagram and others social media networks are also great ways to advertise an event! Go to www.westminster.edu/about/news/marketing-request-form.cfm

Don't forget these other advertising options:

The Holcad, Westminster Weekly, Titan Radio and Westminster College Network.

Only exception for posting: SGA's weekly schedule of campus events, "Toilet Paper" as designated areas in restrooms.

Please remember to remove signs and tape when event is over.