

Wilkes University Poster Policy

Wilkes University has created a set of guidelines to govern the hanging of posters around campus. All guidelines are intended to:

- Keep the University's buildings clean and organized
- Facilitate greater campus community engagement and provide better communication of campus events
- Comply with relevant University policies and procedures

Wilkes University defines a "poster" or as any form of print advertising that is intended to provide information to the campus community. Outside organizations wanting to market on campus must obtain approval from the proper department. All unapproved posters will be removed.

Poster and Flyer Design

- The maximum size poster allowed on a bulletin board or tack strip will be 11 by 17 inches.
- All posters must be appropriate and in good taste. Posters cannot advertise drugs or alcohol.

Poster Approval Process

- Once your poster is drafted & complete, please email it to the appropriate department for approval. Once approved, your poster can be sent to the print shop for printing.
- Once printed, bring your posters to the appropriate department so they can get stamped with a date. Posters are not allowed to be displayed unless they are stamped with date. Any poster displayed without a stamped date will be removed.
- Once your poster is approved, you are eligible to post on any general bulletin board or tack strip on campus. You can only post on academic boards if you get prior approval from the prospective department.
- If you want to hang a poster in the center concourse of the Henry Student Center, you must get special approval by the Office of Student Development.

- All posters advertising a fundraiser must have an approved fundraising form on file with the Office of Student Development before the poster may be stamped for approval.

Department Approvers

- The Office of Student Development must approve all posters prepared by students and student organizations before posting occurs on campus. Please email studentdev@wilkes.edu.
- The Office of Residence Life must approve all posters that wish to be advertised in the Residence Halls as well as all posters that advertise local housing opportunities. Please email roberta.shaffer@wilkes.edu.
- The Business Office must approve all posters that advertise restaurants and dining options. Please email Alicia.Bond@wilkes.edu.
- The Deans of their respective schools must approve all posters prepared by faculty and staff in their departments.

* Posters advertising jobs are not permitted. Please contact the Center for Career Development & Internships to have your job added to their database. You can email them at careers@wilkes.edu.

Poster Hanging Guidelines

- Once your poster is approved, you are eligible to post on any general bulletin board or tack strip on campus. You can only post on academic boards if you get prior approval from the prospective department. Posters are not allowed to be hung on doors, walls, windows, pillars or any other location.
- Bulletin boards and tack strips shall be used for all marketing inside buildings. Use thumb tacks or staple place posters on bulletin boards and tack strips. The use of any other type of adhesive or anchoring device is not permitted.
- Each building will have respective bulletin boards and tack strips that can be used to display posters. They will include general boards & academic boards.
- **Posters are not permitted on any window or door. These spaces are for facility and emergency postings ONLY.**
- Due to space limitations, posters must be limited to one per bulletin board or tack strip per event.
- Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.
- Posters are not permitted in the E.S. Farley Library and Kirby Hall.
- Posters cannot be displayed until 30 days before the event takes place.

- All posters displayed must be taken down within 24 hours after the event takes place. Failure to take down your posters within that time frame can affect your future poster approvals.

Violations of the Poster Policy

- If posters are found that violate the poster policy they will be taken down immediately and discarded regardless of the event.
- Failure to abide by the rules of this policy may forfeit your right to hang posters in the future.