

# REMINDERS WHEN HAVING POSTING FLYERS ON CAMPUS

- Every flyer must have a sponsoring organization printed on the flyer and a form of communication (email, website, phone number, etc).
- Please be clear of the purpose of your flyer (membership recruitment, meeting announcement or event).
  - o Be sure to put dates and times on your flyer!

## Approved locations:

- **Campus Kiosks:** Located in the center of campus there are multiple designated kiosks for you to post flyers for upcoming events!
  - o Please do not place more than 2 flyers per kiosk and do not overlap another flyer.
  - o If the event has already passed, please help us keep our kiosks clean by throwing away past event flyers in the nearest trashcan.
- **Campus Buildings:** Before hanging flyers up in any building be sure to contact the Dean's office for each building!
  - o Confirm you have permission for your event flyer and you have an understanding of the designated places in each building.
  - o Most buildings have only a few bulletin boards for "general" announcements, ALL other boards are used for department information only.
- **Residence Halls:** NEVER hang a flyer yourself inside of a residence hall. Give all flyers to the Residence Hall Director for approval.
  - o You can also bring your flyers to the Residence Life office located on the 1<sup>st</sup> floor of the Austin Building to be distributed to Hall Directors.
  - o Dropping your flyers off at the front desks will ensure they are given to the Hall Director. It is up to their discretion if the flyer is approved for their hall.

**\*\* Flyers cannot be hung on interior or exterior walls, light poles, fences, taped to the ground or any other structures without written approval from the Office of Student Engagement\*\***

## Chalking on campus:

- **Chalking is allowed in the following areas:**
  - o On the sidewalk surrounding the "circle drives" outside of Barnes & Noble and/or alumni center.
  - o On the sidewalk outside of East College Cafeteria.
- **Chalking in unauthorized areas.**
  - o The student organization will be contacted to CLEAN the unauthorized area or may result in loss of advertising on campus.



# REMINDERS WHEN HAVING TABLES/EVENTS ON CAMPUS

- Every table/event must have a sponsoring organization representative at the table, and a copy of the confirmation.
- Please be clear of the purpose of your table/event on reservation (membership recruitment, event promotion, fundraising, etc).

## PROCEDURES:

- **RESERVATION: Must be submitted 48 hours (working hours) in advance to be considered for approval.**
  - o On Campus/Outside: Student Organizations must make reservations on AXES using the “create event” function.
    - Once a student organization has received a confirmation email from the Office of Student Engagement they are allowed to set up in designated area.
    - A copy of the confirmation or a temporary permit (available in the Office of Student Engagement) must be available at all times at the table.
  - o Student Center (BPSC): Student Organizations must make reservations through Reservation Department (936)468-3400.
- **OBTAINING A TABLE:**
  - o Once reservations have been approved, organizations may rent tables from the Graphic Shop (*located on the 1<sup>st</sup> floor of BPSC*).
  - o Tables and chairs are first come, first serve.
- **LOCATIONS:**
  - o BPSC Plaza: In designated “Student Organization table area”
    - (Located outside of the main BPSC walkway of the plaza, in front of the Student Spirit Lounge entrance).
  - o Surfing Steve (fountain area)
    - No tables can be set up in the lower level beside fountain, without prior approval.
  - o Sidewalks on East College St., outside of East College Cafeteria
  - o Other outdoor locations as approved by the Office of Student Engagement: List location request on AXES reservation.
- **AMPLIFIED SOUND:**
  - o Must be approved by the Office of Student Engagement: Requests made through AXES reservation.

