

Appendix D

Guidelines for Distributing and Posting Announcements about Student Activities and Events

Collection Boxes

- Approval from Office of Student Activities is required
- Specific placement(s) must be reviewed and approved by Physical Plant
- Collections should be limited to two weeks in duration. Requests for extensions will be jointly considered by the Physical Plant and Office of Student Activities.
- The sponsoring club or organization is responsible for removing donated items or materials and removing the box(s) at the end of the assigned period.
- The appearance of the collection box must be appropriate for a college campus and consistent with the campus aesthetic.
- Locations: LSF Cafeteria, SWZ Vending Room, Tech Lobby (south entrance)

Display Cases

- Several built-in display cases in the halls of the LSF and Tech buildings are available on a rotational basis subject to the approval of the Dean of Students. Contact the Dean's office for details.

Posting of Signs

- Specific locations in each building have been designated for displaying poster and signs
- Contact the Dean of Students' office for a list of designated locations.

Sign Holders

- A limited number of sign holders are available and may be requested by submitting a Set-Up Request Form to the Office of Student Activities.
- Sign holders may be placed no more than 48 hours in advance of an event or activity
- There are 5 sign holders in each building

Tables in Hallways

- Requests for tables must be approved by the Office of Student Activities
- Once approved, the Office of Student Activities will forward the request for table(s) to the Physical Plant
- Tables may be left in halls no longer than two days
- The specific placement and quantity of tables in halls is subject to the review and approval of the Physical Plant and cannot disrupt normal operation or compromise the safety of building occupants.
- Approved Locations: LSF 144 Hallway, SWZ Vending Room, Tech Lobby (south entrance)

Table Tents and Flyers

- May be placed only on tables in the cafeteria, study lounges and vending rooms
- May be distributed only on the day of the event
- Will be removed and discarded before the beginning of the next academic day