

## **Guidelines for Distributing and Posting Announcements for Student Activities and Events**

- Collections 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(es) 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. The design of all boxes must be approved by the Physical Plant.
  
- Display Cases
  - Several built-in display cases in the halls of the LSF and Tech buildings are available on a monthly rotational basis subject to the approval of the Office of Student Activities. Contact Keri Marrs Barrón or Tom Albano (LSF 78/80) for details.
  
- Posting of Signs
  - Specific locations in each building have been designated for displaying posters and signs.
  - Contact the Dean of Students' office for a list of designated locations.

## Guidelines for Distributing and Posting Announcements for Student Activities and Events Continued...

- Tables in Hallways
  - Contact Ella Taylor to reserve the table
  - 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 operations or compromise the safety of building occupants. Approved locations include First Floor Vending Room in SWRZ, Northeast Entrance/Sitting Area in TECH, and Main Entrance or Hallway leading to the Cafeteria in LSF.
  
- 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
  
- My PNC Web Portal Announcement Board
  - Submit information about upcoming club events/meetings via e-mail to [announcements@pnc.edu](mailto:announcements@pnc.edu)
  - In your e-mail, you must include at least one club member's name and PNC e-mail address
  
- Flat screen TV's
  - In order to have your event publicized, you must place your event on the campus calendar, accessible from [www.pnc.edu](http://www.pnc.edu), click on campus calendar of events.
    - Add event—upon approval they will post the item on the calendar, then the event should be posted on the flat screen.