

# POSTING GUIDELINES

## STUDENT CENTER AND LEADERSHIP ACTIVITIES

University of the Incarnate Word  
4301 Broadway CPO #306 San Antonio, Texas 78209  
(210) 829-6034 office (210) 283-5023 fax

### REQUIREMENTS FOR POSTING

- \* Material is available at the Student Center Desk: paint, poster paper, and tape
- \* Posters cannot be larger than 3'x3' unless approved in advance by SCLA.
- \* The material used to chalk the sidewalks must be water-soluble YELLOW or WHITE chalk.
- \* After your event is over, please take down all marketing material.

### GETTING THE POSTERS APPROVED

- \* You **MUST** get your posters approved by the Student Center and Leadership Activities office in Campus Life (Marian Hall)
- \* If you are posting individual flyers, check with the appropriate department secretary for school/building approval
- \* Please bring one original and make copies after your flyer is approved. If your organization or department has multiple printed or colored copies, a member of your organization or department must stamp and date the flyers in the Campus Life Office once approved.
- \* It is **not** the responsibility of the Campus Life or SCLA staff to post your approved flyers.
- \* Chalking is a form of posting and must be approved by completing an *Event Approval Form*.

### ALLOWABLE AREAS

- \* **Academic Buildings:** Bulletin Boards in the Fine Arts Center, Joyce Building, Frank Nursing Building, AT&T Science Center, and Bonilla Science Hall; and Nursing Building Lounge on 1<sup>st</sup> floor
- \* **Administration Building:** Bulletin Boards, NO WALLS
- \* **Mabee Library:** Bulletin Board in Reserve Reading Room; Room 126
- \* **Residence Halls:** Give to Residence Life Office for RAs to post inside Residence Hall
- \* **Sidewalks:** Chalking is acceptable no more than two days before an event; messages must be approved by completing an Event Approval Form and must be removed no later than 24 hours after the event
- \* **Student Center:** Bulletin boards and outside walls. **No items may be taped to painted pillars or windows.**
- \* **Wellness Area:** Lobby Area; ask desk personnel for specific locations
- \* **Cafeteria:** You may post within the cafeteria, but refrain from posting on the windows
- \* **Gorman Building:** Organizations can use the generic bulletin boards in the main hallway and grip-a-strips are provided for posting flyers in the building

### POSTING RESTRICTIONS

- \* **Glass doors or windows, painted and/or varnished surfaces**
- \* Material without proper approval(s)
- \* Materials on painted pillars and benches
- \* Posters with alcohol as the primary emphasis
- \* Use of two-sided, electrical or duct tape
- \* Covering another announcement or impairing an individual's line of sight
- \* Distribution on cars on campus
- \* Posting on the Jordan Carillon Plaza or the 1<sup>st</sup> and 2<sup>nd</sup> floors of the International Conference Center
- \* Inside the Parking Garages, but you are allowed to post through the outside of the garage
- \* Do not post flyers at eye level on entry doors for safety reasons
- \* Chalking can **ONLY** be on sidewalks, **NOT** on buildings, steps or other University property.

*Disclaimer: Posted announcements are not necessarily endorsed by UIW.*