

# Dixie State University

## General Posting and Advertising Guidelines-

These procedures refer to the use of general bulletin boards, display cases, posters, and the distribution of flyers on campus.

- All posters, large banners or any other medium used to advertise must be approved and stamped for posting by the Dean of Students Office.
- All advertising must contain the sponsor's name, contact name and phone number on the poster or flyer.
- All advertising materials should be computer generated or professionally produced.
- Materials must be in good taste (FCC guidelines), adhere to campus policy, look professional, and not detract from the campus appearance. Dixie State University reserves the right to remove any posted materials that do not meet our posting guidelines.
- Materials may not single out any individual group(s) or entities in a derogatory manner.
- See the Dean of Students Office for banners, lawn signs, handbill distribution, and table guidelines.
- Stamped materials may remain up for fourteen days or until the completion of the event, whichever is first. Upon the conclusion of the event, all posting materials must be removed.
- **Only push pins may be used to attach postings to bulletin boards. Use of masking tape, scotch tape, staples or any adhering material is prohibited.**
- We do not approve the advertising of events or services that are in direct competition with events and services provided by Dixie State University.
- We do not approve any postings for businesses that will receive revenue from events or are a "for profit" company. (Needs to be a (501(c)(3) company.)
- Dixie State University is not responsible for missing, stolen or outdated materials such as banners, posters, or display items.
- **Posting and distribution is not allowed on doors, walls (painted or brick), windows or glass, and is prohibited in classrooms and on automobiles.**
- Posting is not allowed in academic or administrative buildings or on departmental boards unless they have received prior approval for a departmental board.
- Postings approved through the Dean of Students office can only be displayed on GENERAL POSTING bulletin boards that are marked with a red General Posting plate.