

# ON-CAMPUS ADVERTISING

## Signage Policy

- All signage is permitted to hang for a maximum of two weeks prior to the event
- All advertisements must be in English
- All signage must be removed immediately after event is completed
- No nude or pornographic images are permitted
- No obscene language will be permitted

## Banner Regulations

- Banners may be hung to advertise an upcoming event, promote an organization, recruit membership, etc.
- Banners should have grommets and be able to be secured with zip ties, rope or string
- Tape is not permitted
- Banner space is available on the mezzanine overlooking the lobby and on both the north and south terraces
- Banners should be at least 48 inches (4ft), but no wider than 120 inches (10ft), and no longer than 48 inches (4ft)

## Flyers

- Flyers can be posted on the bulletin board next to the Ask Lafitte Information Desk
- Flyers are approved at the Ask Lafitte Information Desk and are posted by a UC staff member
- Flyers should be no larger than 8 ½ inches x 11 inches

## Posters

- An easel may be requested at the Ask Lafitte front desk to accommodate a poster advertisement
- Posters should be on foam board so they stay on the easel

## A-Frame Signage

- A-frame signage is permitted on both the exterior north and south patios
- Approval should be obtained at the Ask Lafitte Information Desk.