

Posting of Advertisements Policy (adapted/rewritten from Cleveland State University's posting policy)

This policy is concerning of advertisements placed around campus, in residential halls, classrooms, or buildings on campus, by the conference or event that is to occur.

The flyer, brochure, etc. must be approved by The Office of Conferences and Events before being allowed to be distributed around campus. Any stipulations concerning the flyer such as size, coloration and content will be discussed with The Office of Conferences and Events before approval is given for distribution.

Those working for The Office of Conferences and Events will place the advertisements around campus in areas where the advertisement will be seen and have longevity. A limitation of what and how many advertisements will be discussed. This is to be fair to other events going on around campus and to limit the amount of resources being used. The flyers will be taken down within a day of the event occurring by those working for The Office of Conferences and Events.

If desired, an event holder may ask to have a bulleting board in Ellis Hall to advertise the event that is to occur. However, if a bulletin board is to be used, the person in charge of the event needs to get in contact with the group who is in charge of the desired bulletin board and ask for permission. A person from the club who uses the bulletin board should be in attendance while the bulletin board is being put up incase damages occur so proper paper work can be completed.

If a table is wanted to be used, the person must contact Dawn Scialabba to arrange the use of a table. To contacts Dawn call 814-641-3331.

If freestanding displays are to be used they must have approval before being setup by The Office of Conferences and Events as well as the Physical Plant.

The Office of Conferences and Events is not responsible to any damage that occurs to any advertisements placed on the campus. However, any Juniata College owned supplies the group having the event uses and becomes damaged, it is the responsibility of the group to cover the charge to have the supplies repaired or replaced.