Posting Policy, Revised July 2011

Posting Policy
Any academic department, campus office, or student organization that is affiliated with Wittenberg University, as well as outside vendors, organizations, and associations may post materials in campus buildings per the following guidelines. Residence Hall posting follows a separate policy.

GUIDELINES FOR ADVERTISING ON CAMPUS
1. The content of all signs, posters and banners must comply with University philosophy and policies. Materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name. Exception: Events at Founders may be advertised on campus. Materials must be consistent with the university policy regarding sexist, racist and other discriminatory conduct (published in Student Handbook).
2. Signs and posters are to be displayed on bulletin boards and in designated display space only. Trees, benches, windows, doors and walls are not appropriate display places. Taping flyers to any surface other is prohibited.
3. Banner space in the Student Center must be requested in advance with the Scheduling Office. ALL BANNERS MUST BE HUNG FROM THE RAILINGS WITH STRING. Use of other banner areas must be approved by the appropriate department chairpersons or the Scheduling Office.
4. Writing on the brick walks, benches, or any other furniture is prohibited. Sidewalk chalk may be used on all other cement walks where rain can reach (i.e. no covered porches, etc). Chalking on university buildings is prohibited.
5. All inserts for the napkin holders in the CDR and Post 95 must be submitted to Dining Services. The Dining Services Office is located on the second floor of the Student Center.
6. Signs, posters and banners that do not meet the above guidelines will be removed and processed by the Office of Student Involvement.
7. Violations of the posting policy will be handled through the Office of Student Involvement as they occur and may include a fine or suspension of organization privileges.

Approval Process for Posting in Campus Buildings
1. All fliers, banners, and posters posted by a Wittenberg University student organization, an outside vendor or association, or any group or organization wishing to publicize their cause or event on Wittenberg’s campus must be approved and stamped by the Office of Student Involvement. Academic departments and university offices are not included in this policy.
2. All publicity must include the name of the sponsoring organization as well as the name and contact information for the event/cause. This allows interested parties a way to contact the sponsoring organization.
3. All publicity must be submitted to the Office of Student Involvement (in the Student Center) for approval and stamping prior to posting on campus. This process takes 1-2 business days to complete.
4. Approved publicity will be stamped with a two-week posting expiration date. Publicity without proper stamping is in violation of the policy. The date stamped on the publicity is the expiration date.
5. Publicity is permitted to be displayed for 2 week periods from the date of approval. This is designated by the stamp on each piece of publicity. Postings are permitted in specifically designated locations throughout campus. A listing of these locations is available in the Office of Student Involvement and on the Student Involvement website.
6. Approved copies will be limited to the number of posting spaces on campus and in the residence halls.
**Posting Policy - Residence Halls**

Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that materials are posted appropriately, the following posting policy has been implemented:

1. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development.

2. The content of all signs, posters and banners must comply with University philosophy and policies. Materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name. Exception: Events at Founders may be advertised on campus. Materials must be consistent with the university policy regarding sexist, racist and other discriminatory conduct (published in Student Handbook).

3. Upon approval of staff in the Office of Residence Life, residence hall staff will place the materials on approved bulletin boards. This will be completed within three business days.

4. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.

5. Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator for the hall for follow-up. RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.