

SIGNAGE POSTING POLICIES PER BUILDING

Blye-Poteat Hall – School of Family & Consumer Science

1. Post all signage/announcements on designated bulletin boards specific to subject.
2. Avoid posting anything on windows, doors, or walls – other than designated boards.
3. For posting of campus-wide signs and announcements please see Mrs. Cathy Burchell, FCS secretary, in BPH 121, main office.

Refer questions to Kitty Coffey.

Ted Russell Hall – School of Business

1. Post all signage/announcements on designated bulletin boards specific to subject.
2. Avoid posting anything on windows, doors, or walls – other than designated boards.
3. For posting of campus-wide signs and announcements please see Mrs. Becky Dinkins, Business secretary, in TDRH 111, main office.

Refer questions to Becky Dinkins.

Residence Halls

1. All items posted in the hall must be submitted to the Office of Residence Life for approval and will be hung by Residence Life staff.
2. No items will be posted until approved by the Directors of Student Activities and Residence Life.

Refer questions to Elaine Young.

Dougherty Science Building

1. Any announcements should be sent to department chairs and/or division secretaries for posting and should have an expiration date to indicate when they are to be taken down.

2. Before you post any signs on bulletins, be sure that you check with Carey Herring about bulletin board space.

Refer questions to Carey Herring or Faye France.

English Language Institute

1. Signs must be pinned on bulletin boards at the bottom of the stairs.
2. Before hanging any signs, the person must get permission from the director Jane Busdeker.
3. Permission to hang signs anywhere else in the building or on the door must be approved by the director.

Refer questions to Jane Busdeker.

Henderson Humanities

Please no signs on the following:

1. Doors- glass or painted
2. Walls- paint/wallpaper/wood panels and in stairwells/restrooms
3. Departmental bulletin boards- comm/theatre, ect.
4. Furniture- the outside of trophy cases, display cabinets and message boards

No large banners.

Large bulletin boards are located inside the main ground floors at either entrance to the building. Thumb tacks are to be used on these bulletin boards.

Refer questions to Anita Newport.

Library

Signs are restricted to bulletin boards only in the library.

Refer questions to Bruce Kocour.

Maddox Student Activities Center (MSAC)

1. Signs, posters and flyers may be hung on the bulletin boards provided on the upper and lower levels of the MSAC only.
2. The use of bulletin boards in the MSAC is for the use of Carson- Newman students, faculty, staff and campus organizations only. Individuals from outside the college must ask permission from the Director of the MSAC and Recreational Services.

Refer questions to Ricke Hester, Stephanie Newport, or Brent McLemore.

Pederson Nursing Building & Heritage Hall South Nursing

Signs can be hung on bulletin boards in nursing building areas only.

Refer questions to Melina Rogers

Stokely Memorial (upstairs, Cafeteria)

1. No signs will be hung up unless you have permission from Rebecca Greenep.
2. No Scotch tape.

Refer questions to Rebecca Greenep.

Stokely Memorial (downstairs, Education Department)

1. No signs should be taped to glass doors, chalk boards, or dry erase boards.
2. If permission is given to post signs on a painted surface, please use masking tape only to prevent paint from coming off the walls.

Refer questions to Sharon Teets.

Thomas Recital Hall

Signs may only be posted on bulletin boards across from office, in student lounge, and at band room.

Refer questions to Debbie Vineyard

Warren Art Building

1. Signs are only allowed to be posted on existing bulletin boards, if signs are posted anywhere else, they will be taken down

Refer questions to Dave Underwood

***Signage is not to be posted on dry erase or chalkboards in any building.**