



Dalton State College Office of Student Life Posting and Publicity Policy

All publicity and promotional material for on and off-campus events and activities sponsored by campus offices, departments, or organizations, including but not limited to: posters, fliers, painted banners, A-frames, notices and signs for building exteriors must be approved by the staff of the Office of Student Life at Dalton State College not for content, but for grammar corrections and to ensure accurate event information is included. These forms of publicity also must carry the Office of Student Life stamp with approval signature before being posted. All publicity and promotional material must carry the name of the sponsoring organization or individual responsible for the event or activity. Signs and flyers should not contain words, images, or anything else that are meant to harass, demean, degrade, intimidate, or discriminate. Flyers promoting events or services not sponsored by Dalton State College may be posted only on the community bulletin board located in the Pope Student Center, and do not need to bear the stamp of the Office of Student Life prior to posting.

All material submitted for approval will be posted by Office of Student Life personnel in approved locations, with the exception of painted banners and A-frames. The Office of Student Life will also take down outdated publicity material, with the exception of banners and A-frames. It is the responsibility of the posting office or individual to remove those items when they are no longer current. The approved locations for posting include but are not limited to the Pope Student Center and the Student Life's bulletin boards located around campus. Banners posted in the Pope Student Center on walls must be posted using painter's tape or sticky tack. No other kind of adhesive should be applied to painted surfaces or glass.

No signs or flyers are to be posted on the building exterior except in approved suction holders, as posted by the Office of Student Life. Banners and A-frames should not impair the safety of traffic or pedestrians. All material should be submitted in a size no larger than 11" x 17". In certain situations, exceptions will be made to this regulation. Approval to post items larger than 11" x 17" should be obtained before said items are printed.

The timely posting of printed material is based on timely receipt of material.

Dalton State College's input as to the relocation and timing of posting advertisements may be required in certain circumstances. Dalton State College reserves the right to remove, or to request the removal of, any signs/posters/advertisements and the student organization/individual may be restricted from further postings due to not following these policies. Any material posted in unapproved locations, not bearing the Office of Student Life's stamp, or otherwise not in compliance with these regulations will be removed.

Bulletin boards for offices and departments not mentioned in this policy carry their own requirements for posting and should be approached on an individual basis to seek approval.

Any obvious disregard for this policy by an individual or organization warrants referral to the Discipline Committee for a vandalism violation.