

# Pitzer College Posting Publicity Guidelines

**If any of these guidelines and procedures are not observed, staff members have been instructed to remove fliers, posters and banners immediately.**

## 1. Publicity Guidelines

- Fliers, posters and banners are to be approved prior to posting on campus.
- Students receive approval from OSA for their publicity. Staff and Faculty may seek approval through their own departments.
- Banners or other kinds of large scale advertising must be approved and then cleared for placement prior to posting on campus.
- Chalking of campus walkways, etc. is not permitted unless approved by the Office of Student Affairs.
- All fliers, posters and banners for an event need to have the following information: name(s) of the sponsoring organizations/ people, title of the event, date/time/location of the event, and contact information of event host.
- Recommended number of flyers or posters for the campus is no more than twenty-five (25) for events and meetings open to Pitzer staff and students. No more than three (3) banners are recommended.
- Posting for reasons other than event or meeting publicity (e.g. housing available, services or goods available from Claremont Colleges' people, etc.) are subject to the above: recommended number of flyers or posters is five (5) or one (1) banner.
- Commercial offers and other solicitation from non-Claremont Colleges' sources are explicitly prohibited unless approved by the Office of Student Affairs.
- The Pitzer Mail Room, as a matter of policy, will not stuff all student boxes.
- Flyers, posters and banners must be removed by the sponsoring organization or people who posted them immediately after the event and please recycle!

## 2. Posting Guidelines

- Post on public bulletin boards, with a maximum of one per board. Do not post over others and post only on open, non-designated/ labeled bulletin boards.
- Do not post on glass doors or painted surfaces, such as classroom doors and the pillars along the mounds.
- Please respect our campus art and refrain from posting on or over any piece of artwork.
- Use staples or thumb tacks for posting on bulletin boards. All postings not on bulletin boards must be hung with blue painters' tape.
- Do not use electrical tape, duct tape or scotch tape for posting.
- Any organization/people consistently abusing these guidelines and procedures will no longer be permitted to publicize at Pitzer College.
- The Office of Student Affairs reserves the right to limit or stop distribution of publicity deemed offensive.

### **3. Publicity**

There are many ways to publicize your event besides the usual posting of fliers, posters or a banner. You can use word-of-mouth, table tents, message boards, social networking media, etc. Be creative, but please observe the posting publicity guidelines and procedures at Pitzer and the other colleges, which were developed to provide effective publicity, while using a minimum of natural resources. If you have any questions when creating your publicity, feel free to contact any member of the Student Affairs staff for assistance.