



# Pittsburg State University

Student Life

Campus Activities

Poster & Chalk Guidelines

## **Poster & Chalk Guidelines**

Each year the SGA updates the University Guidelines used to get posters and sidewalk chalk approved. These guidelines apply to all materials to be posted or chalked with the exception of Academic Departments and few selected groups, which must be stated on the posting. Anyone who would like to post or chalk something must visit the SGA office in person for approval, and it must be sponsored by someone with a current PSU I.D. number. For a complete list of rules, please see below. If you have any additional questions or concerns, please contact Campus Affairs Director, Devan Thomas or call the SGA office at (620) 235 4810 or (620) 235 4802.

### **Academic Posters Must Meet the Following Criteria:**

- A. Posters must follow the guidelines of the building in which they are displayed. It is up to the individual group to make sure their posters are compliant. In general, this should not be an issue.
- B. Posters must be placed on designated bulletin boards inside the buildings. Some bulletin boards are for departmental use only, so be mindful to not put your poster on these.
- C. Posters must be sponsored by a registered student organization or currently enrolled student. Posters must display one form of contact (a name and phone number or email address).
- D. Posters larger than 16x20 may not be displayed without approval by a cabinet member.
- E. No more than forty of the same poster.
- F. All posters must have the official SGA stamp in the bottom right hand corner where the stamp is clearly visible, copies of posters with the stamp are not allowed.
- G. Any individual who comes in with a poster must document the organization that poster is with, the event, and how many copies they made to be stamped.
- H. Posters must be taken down within two days after the event has occurred, and may be displayed for a maximum of 40 days.
- I. Posters that are to be hung in the residence halls must be taken over to the University Housing Office in Horace Mann for approval.
- J. The following organizations do not need to have their posters stamped: RHA, GAB, SGA, Kanza, Collegio and university departments.

### **Community Board Posters Must Meet the Following Criteria:**

Any poster that does not relate to academic's fits on this board. This includes:

- A. Roommate Searches: These can be up for a maximum of 30 days, after which it will be removed. If the person advertising a roommate gets a roommate they must come notify the office and we will remove the roommate request.



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- B.** Apartment Renting Information: These will be displayed for a maximum of 30 days, after which if there are new housing options those will take its place. The information will still be available in the office. If you put an apartment up for Rent you must notify SGA when it is no longer available.
- C.** Community Events in Pittsburg
- D.** Posters pertaining to community events will be taken down the day after the event has occurred by the Campus Affairs Committee or Community Affairs Committee members.
- E.** The posters on the community board should be normal “paper” size (14in. x 8.5in.) Exceptions can be made with a Cabinet members approval.
- F.** Only one of each poster/flyer may be displayed on the board.
- G.** The poster may be sponsored by a community member or student.
- H.** As the board is controlled by SGA and monitored closely, a stamp is not necessary so community people that bring posters don’t have to change the design of their poster if there is no “free space” for the SGA stamp.
- I.** Any individual who comes in with a poster must document the organization that poster is with and the name of their event they are advertising.
- J.** Every poster must have one form of contact listed.

*If an organization or student violates any of these rules they will be given a written warning as a first offense. If a second violation by the same organization, the sponsoring student or organization will have their poster privileges revoked for a period of time decided by the SGA Campus Affairs Committee. In the case of a third offense, the privilege of requesting allocations for the following semester will be revoked. If the third offense is done by a student, they will loose their privileges for the following two semesters.*