



# Campus Posting Guidelines

This document outlines the regulations for posting printed publicity on campus bulletin boards, such as signs, flyers, posters, notices, and advertisements. These guidelines ensure that all posted materials comply with university standards and benefit the community.

## Posting Guidelines

### Eligibility

- Only Registered Student Organizations (RSO), University Departments (UD), or currently registered students may post materials for promoting events/programs/activities.
- External groups hosting events/programs/activities that benefit the McMurry community must have an RSO/UD sponsor. The sponsor is responsible for getting promotional materials approved by StratCom. Direct requests from off-campus entities will not be accepted.

### Content

- Acceptable types of content include promotion of:
  - Campus events (lectures, workshops, concerts, sports, etc.)
  - Departmental activities (open houses, career fairs, alumni gatherings)
  - Community engagement (service projects, fundraisers)
  - Academic resources (study groups, tutoring, services)
  - Campus resources (mental health, safety tips, student services)
  - Volunteer opportunities (service projects, campus initiatives)
  - Organization updates (recruitment, meetings, leadership opportunities)
  - Awareness campaigns (health, diversity, sustainability)
- All postings must display the sponsor's name, contact info, and an expiration stamp from Strategic Marketing and Communications (StratCom).

### Design

- The maximum posting size is 11"x17"
- All postings must comply with university brand guidelines, including using the university name, logo, or identification.
- The sponsor is responsible for the design and production of materials.

### Approval

- StratCom must review and stamp all print publicity before installation.

### Posting

- Each sponsoring organization is allowed one (1) posting per designated board at a time.
- Materials may be posted no earlier than one week before the event.
- All materials must be removed within 48 hours of the event or stamped with an expiration date.
- Installation and removal of posters are the sole responsibility of the sponsor.
- Thumb tacks are the preferred means when adhering posters or flyers to campus bulletin boards. Using duct tape, packing tape, gummed labels, stickers, pastes, or glues is prohibited.
- Cannot cover existing signage with other flyers
- The University may remove any sign, notice, or poster that does not meet these guidelines or for which the expiration date has passed.

### Posting is strictly prohibited on:

- Glass surfaces
- Painted surfaces
- Wood paneling
- Brick
- Utility poles
- Restroom stalls
- All university buildings, painted or masonry walls, windows, doors, ceilings, floors, and surfaces not explicitly designated as posting areas





### **Authorized Posting Locations**

Poster and flyers may only be posted on 36 designated bulletin boards/tack strips within the following campus buildings:

- Campus Center (4)
  - Bulletin board outside of the Mabree Room
  - Bulletin boards by Community Kitchen (2)
  - Bulletin board by Post Office
- Dining Hall (1)
  - Bulletin board on the right side of the entryway
- Hunt PE (4)
  - Tack strips in lobby hallway by restrooms
  - Tack strip in hallway by trainer's room
  - Tack strips upstairs by the old Wellness Center
- Education Basement (1)
  - Bulletin board in the basement laundry room of the Education building
- Library (1)
  - Bulletin board across from the circulation desk
- Ryan (2)
  - Tack strip in the south hallway
  - Tack strip in the northwest hallway by the practice rooms
- Cooke (1)
  - Maroon partition board in front of 103
- Finch Gray Science Center (2)
  - Bulletin board east back hallway
  - Bulletin board west back hallway
- Residence Halls (18)
  - Hunt - bulletin boards on each floor and in the lobby (6)
  - Martin - bulletin boards on each floor and in the lobby (6)
  - Gold Star- bulletin boards on each floor and in the lobby (5)
  - Aerie Heights Apartments Club House (1)
- Breezeway
  - Free-standing bulletin boards (2)

No posting options exist in Maedgen, Radford, Old Main, or Furr Welcome Center.

**Failure to adhere to these guidelines may result in the removal of materials and potential penalties. Contact the Strategic Marketing and Communications department at [marketing@mcm.edu](mailto:marketing@mcm.edu) for further clarification or assistance.**

