

## USD Campus Posting Policies

- Postings are **not** allowed on buildings, walls, doors, windows, display cases, furnishings, fountains, fences, trees, poles, cars, permanent signage, or any other architectural features. Only post on grey, cement sidewalks.
- Posted materials must include the name(s) of the sponsoring organization or department, date, time, location, and contact information for the event. (Flyers saying “tonight” or “every Wednesday” will be pulled up.)
- Materials may be posted up to one week prior to an event and **must be removed within 24 hours after the completion of the event. Removal and recycling are the responsibility of the group posting the materials.**
- You can post up to 50 flyers on the sidewalks except in the following areas: The Immaculata; Eagen Plaza; and Founders Hall entry, courtyard, and chapel areas. With the flyers being no larger than 11x17.
- Bright color paper is not permitted, as it bleeds through and stains the concrete.
- Blue tape must be used to hang posters and banners.
- Event banners may be sized up to 3x6 feet, and may be hung in the following areas: Mission Crossroads, Missions Parking Structure railing, Camino/Founders courtyard gates, Serra Hall third-floor railing, Maher Hall third-floor railing, and Olin Hall bridge railing.
- Flyers or banners that get wet, or do not adhere to the rules will be removed.
- Postings in the Residence Halls must be approved through Missions Crossroads.
- No door hangers are allowed without permission from Residential Life.

A violation of these protocols will result in corrective action as appropriate under the circumstances. For students, corrective action will be imposed in a manner consistent with the university’s Student Code of Rights and Responsibilities or other applicable rules.

Information taken and abbreviated from:

<http://www.sandiego.edu/udesign/signage.php>

<http://www.sandiego.edu/eventplanning/marketing.php>

## Associated Students Marketing Usage

- AS Marketing is available to any registered club or organization that is in good

standing with AS. The usage is subject to change at the discretion of the AS VP of Marketing and the AS Marketing Board.

- Requests for Associated Students Marketing Board to create marketing must be in no later than **three weeks** prior to when the marketing is needed.
- With regards to sustainability AS will produce no more than 100 flyers, 300 quarter sheets, or two banners per event. With the group getting the flyers being aware of the posting policies of amount, locations, and how the material can be posted, and breach of the policy may cause the denial of future AS marketing funds being available to the group.
- Banner Making Supplies (Paper and Markers) are available in Creative Zone, 3<sup>rd</sup> floor of the SLP . You will need to have your Campus ID available to use the markers.
- Die Cuts (Punch for letters and numbers). The Die Cut machine can cut out 4" letters and numbers for signs or bulletin boards, available in the Creative Zone 3<sup>rd</sup> floor of the SLP.
- Marquee requests can be sent to [asmarketing@sandiego.edu](mailto:asmarketing@sandiego.edu) for the SLP and UC Displays and [marquee@sandiego.edu](mailto:marquee@sandiego.edu) for the larger campus marquees. Please include all event information, and **two weeks** before event.
- If a group, club, or organization already has a flyer designed, and would just like AS to print it the following guidelines must be followed:

Must be turned in to the VP of Marketing **one week** prior to the marketing being needed by the group, club or organization allowing for approval and printing time.

Must include the AS Logo (available on AS website).

- Helium for balloon making is also available in the Creative Zone, 3<sup>rd</sup> floor of the SLP. To ensure that helium is available please notify the Creative Zone **one week** prior to needing the helium. Also, be sure to bring your own balloons.
- A popcorn machine is also available for use. The requestor must notify the Creative Zone in advanced to reserve the machine. First come first serve basis. The machine will be rented out and must be returned, by the specified time at rental and returned cleaned.

Contact information for questions or concerns:

Angela Aguilar  
Associated Students VP of Marketing  
[asmarketing@sandiego.edu](mailto:asmarketing@sandiego.edu)  
619.260.4715 x2432