

CAMPUS PUBLICITY

For the purpose of this policy, “publicity” is defined as items posted on bulletin boards, walls, or other surfaces and items handed out or otherwise distributed, including electronically. Publicity items include but are not limited to the following: flyers, posters, table tents, banners and chalk art.

Publicity Specifications:

1. Banners:
 - a. Paper banners may not exceed three feet by ten feet.
 - b. Commercially printed vinyl or cloth banners will be hung by Maintenance at the earliest convenience via the maintenance request process.
 - c. Due to space constraints, banners will be limited to one banner per event. A maximum of five banners will be approved for posting at any one time in the Alumni Quad area.
 - d. One banner per event may be hung at North Hall, South Hall and the Architecture Quad. Any other possible space for a banner must receive special approval through Student Affairs.
 - e. Banners may be hung only on cement and brick surfaces with the exception of North and South Hall where they may be hung from railings.
 - f. Approved banners shall be posted for a maximum of two weeks.
2. Table Tents:
 - a. Table tents shall be no larger than 5.5 x 11 inches.
 - b. Table tents inside of New Woody’s must receive approval from both the Student Affairs and Woody’s Manager.
 - c. Approved table tents must be secured to outside tables, without applying tape to the tables, to ensure that the table tents do not fly off the tables creating litter around campus. Therefore, only one table tent may be placed on each outside table.
3. Chalk Art:
 - a. A sketch of the proposed chalk art must be presented to the Office of Student Development at the time of the request and include location, size, and quantity.
 - b. Only chalk that can be removed with water may be used. No charcoal, crayon or any other material that cannot be removed with water is allowed.
4. Publicity Off-campus and/or Online:
 - a. Organizations and departments may advertise their events on the homepage of the Portal by emailing a short description (plain text, not to exceed 100 words), and additional information in paragraph form and/or any attachments (images must be sent in jpeg format) to publicity@woodbury.edu at least one week prior to the desired posting date.
 - b. Student Affairs may require student organizations to alter or remove any promotional material from online venues if an event has not been

approved, information is inaccurate, or it is not in accordance with the values of Woodbury University or Student Affairs.

- c. Student organization events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with Student Development approval. Specific groups include but are not limited to recognized organizations at other area universities.
- d. No outside group or individual may advertise the event on behalf of a student organization.
- e. Student organizations may not do any publicity through general announcements to the public such as radio, internet or newspaper advertising or flyers posted in public places without prior approval of the Student Affairs.

Publicity Approval Process:

1. Student Affairs must approve all publicity to be posted or distributed on campus. This is intended to avoid calendar conflicts, keep the campus free of clutter, and uphold University standards of content.
2. University departments wishing to post or distribute announcements directly related to their functional areas do not need to have those materials approved. The exception to this is publicity for University-sponsored events, which must be approved by Student Affairs in order to avoid scheduling conflicts.
3. Publicity for an event sponsored by a student organization or university department will be reviewed for approval after a Facility Reservation Event Authorization has been submitted and approved.
4. All publicity material should be grammatically correct, and contain accurate and timely information for approval.
5. Publicity for any University or organization event where alcoholic beverages will be served must not focus on the presence of alcohol at the event.
6. Only publicity items with the required stamp may be posted or distributed on campus, with the exception of departmental publicity as indicated in #1 above.
7. Woodbury University and Student Affairs are not responsible for the damage or loss of any publicity items.

Guidelines for Posting:

1. Approved posters and flyers may be posted on general campus bulletin boards and unpainted brick or concrete surfaces only.
2. Posting on bulletin boards must meet the following guidelines:
 - a. Only one poster or flyer may be posted per bulletin board.
 - b. Publicity must be tacked to bulletin boards. Tape is not allowed.
 - c. Publicity is permitted on bulletin boards designated for Student Development use.
3. No more than fifteen publicity items (excluding banners) may be posted in the Woody's Quad for any single event.
4. Publicity items may not be posted on the following areas: windows, doors, steps, ground, painted surfaces, administrative bulletin boards, fire alarms or cars parked on campus.

5. Publicity items that compromise safety will be removed. This includes, but is not limited to, items hung from trees and items posted on the ground or on steps.
6. Publicity items may not be posted over other current publicity.

Removal of Publicity:

1. Recognized student organizations and University departments are responsible for removing all publicity items one business day following the publicized event or within two weeks of posting, whichever comes first.
2. The University reserves the right to remove any publicity item that is unauthorized, defaced, improperly posted, deemed unfit, or untimely.
3. Student organizations will be assessed a \$25 Publicity Removal Fine by the Office of Student Development for failure to remove outdated publicity items or improper posting of publicity.
4. Approval of future forms of publicity shall be suspended until outdated publicity items have been removed and/or when fines are paid.

The Rock Policy

1. Only recognized student organizations may paint the Rock.
2. Organizations must reserve the Rock through the Student Affairs. The Rock may not be reserved for more than one week, or past the date of an advertised event.
3. Rock decorations other than paint (e.g., wood, signs, decorations, structures) must adhere to the following guidelines:
 - a. No items may be balanced or hang on the structure
 - b. Decorations may not have protruding nails, screws, or sharp objects.
 - c. Decorations may not exceed 6 feet in height.
 - d. Non-paint decorations must be easily removable, not permanent.
 - e. Non-paint decorations must be drawn in detail.
 - f. All non-paint decorations should be removed by midnight of the last date reserved.
 - g. Organizations may not use Rock decorating as a mandatory activity for members of their organization. Decorating the Rock should be fun and voluntary.
 - h. Each organization may reserve the Rock a maximum of 2 times per semester.
4. Unsafe structures must be redesigned or removed immediately at the discretion of Student Affairs.
5. A tarp may be used when painting the Rock to prevent spills. The tarp can be checked-out from the Student Organization Resource Center in the Whitten Student Center.
6. Organizations will have to pay for any damage to the surrounding area.

7. No items such as furniture, mattresses, tables, or chairs, may be taken from any location on campus to place around the Rock.
8. Painting of other campus rocks or areas is prohibited. Painting the adjacent areas around the Rock is prohibited.
9. Paint must be eco-friendly (100% lead free and CFC free). Woodbury University's Bookstore supplies spray paint of this kind.
10. Profanity or indecency of any kind is prohibited on the Rock.

Failure to fully comply with these guidelines may result in repainting of the Rock by the University and/or immediate removal of the structure. Failure to comply with the stated regulations may result in loss of future Rock painting privileges, removal of the display, possible fines, and/or possible referral to the Dean of Students for conduct action.