

## Campus Publicity Policy

For students, faculty and staff who wish to share information about upcoming events and activities, SUNYIT permits multiple means of communication on campus, including flyers/posters, an electronic monitor system, blogs, etc. We have developed these standards so that all members of the SUNYIT community will have an equal opportunity to use these means of communication without offending others.

**All postings will focus on the event and will responsibly promote the activity in good taste.** “Good taste” will be at the discretion of the Office of Student Activities and Campus Logistics Committee. In the interest of maintaining an academic environment, alcohol will not be mentioned on any publicity; this includes any reference to drink specials. Off campus entities will be treated as students for the purpose of this policy.

### Flyers/Posters

1. All event flyers should be 8 ½ in. x 11 in. and posters 11 in. x 17 in. or 12 in. x 18 in. Each event is limited to **30** flyers/posters.
2. Student flyers and posters must be approved by the Office of Student Activities prior to posting. and must clearly show stamped approval on each posting. Postings without approval will be removed immediately. Faculty/Staff are not required to gain approval, however they are expected to follow the guidelines within this policy. Groups affiliated with the SUNYIT campus are expected to follow guidelines for faculty/staff.
3. Postings are only allowed on designated bulletin boards. Any postings found on doors, windows, painted walls, etc., will be removed immediately.
4. Special use bulletin boards on campus are to be used only by those designated on those boards. These may include, but are not limited to: academic departments, campus offices, and employee unions. There are bulletin boards designated specifically for off campus postings.
5. There will be no placing of advertising materials on car windshields, doors, or wall surfaces other than bulletin boards. Exceptions may be granted, in writing, by the Office of Student Activities or Campus Logistics Committee for special functions.
6. Any notices on tables must be in approved “table tent” or napkin dispenser “insert” form. Table tents should be free-standing, easily moveable/replaceable for cleaning purposes. Table tent and insert approval will be limited to **75** for the campus. All student event table tents and inserts require approval by the Office of Student Activities.
7. Posting materials can be distributed two weeks prior to an event, and are expected to be removed the day following the event. Removal of postings is the responsibility of the sponsoring group. All postings will need to visibly display an expiration date.
8. All posting materials must clearly indicate the sponsoring organization. Student Organizations funded by Student Association must include the SA logo.
9. Students are required to have a copy of their flyer on file with the Office of Student Activities as well as Campus and Corporate Events along with the Events Support Request Form/Media Technology Request Form.

### Banners/Large Signs

1. No signs advertising events will be allowed on campus roadways, with the exception of directional signs. Outside building banners must be approved in advance by the Campus Logistics Committee.

2. Banners and large signs may be hung in the interior areas of the Student Center, Campus Center, and Kunsela Hall using the same approval process listed above. Hanging space is limited and will be granted on a first come first serve basis.
3. Facilities Department is the only group on campus allowed to hang large signs/banners. All signs/banners are due one week prior to the hanging date.
4. The general guidelines in the “flyers/posters” section above apply to this section as well.

### Blogs

1. Any faculty or staff member has the ability to post to the student announcements blog. Student requests should be directed to club and organization advisors, the Student Association secretary, or Student Affairs staff.

### Electronic monitor system postings

1. With the approval of the Office of Student Activities, students wishing to display on the electronic monitor system may contact the Student Association Publicity Coordinator or Wildcat Media. Each of these groups currently has the ability to post content to designated monitors in the Campus Center and Student Center. (Technical requirements for use of the systems are available at The Office of Student Activities and on the SUNYIT website)
2. Members of the campus community may request the posting of announcements and information on the campus-wide monitor system through the Public Affairs Office, ext. 7113, e-mail: [news@sunyit.edu](mailto:news@sunyit.edu).

### Residence Halls

1. Door to door solicitation in the residence halls is not permitted. This includes handing out flyers at each door.
2. Anyone looking to post in the Residence Halls requires approval from the Residential Life and Housing Office.