

Posting Guidelines

- Posters must be approved and stamped prior to posting by the Office of Campus Life in Flanagan 026. All posters/flyers can be stamped in the Campus Life office during open hours (Monday-Friday 8:15am-4:45pm)
- Flyers should have the following information: who, what, where, when, and/or contact info where students can find more information about an event.
- 8.5x11 flyers may be posted for 4 weeks. 11x17 flyers or larger posters may be posted for 2 weeks. Any other size or may be posted for 2 weeks.
- Flyers may not contain: profanity, reference to drugs or alcohol, derogatory/discriminatory text or images, nudity or firearms.
- For campus posting it is suggested that 30 posters be created. The maximum number of posters that will be stamped for academic buildings is 50.
- To post in the residence halls the following amount is needed and must be dropped off in the Office of Housing and Residential Life no later than three days prior to the intended posting date:
 - Baker Hall 15 copies
 - Evans Way/Tudbury Hall 13 copies
 - Apartments 17 copies
 - 610 Huntington Avenue 14 copies
 - 555 Huntington Avenue 7 copies
- Resident Assistants will post and remove all flyers provided to them through the posting process.
- **DO NOT** place individual flyers under residence hall apartment/suite doors.
- Flyers may be posted **in these academic buildings on bulletin boards only:**
 - Beatty Hall
 - Watson Hall
 - Annex Buildings
 - Wentworth Hall
 - Wilson Hall
 - Rubenstein Hall
 - Dobbs Hall
 - Kingman Hall
 - Ira Allen Hall
- One flyer/poster per event may be on a single bulletin board. When posting a new flyer about an event, remove your old designed flyer if placing it on the same bulletin.

The Dos and Don'ts of Campus Posting

- **Do** post on bulletin boards.
- **Do** pull off old and outdated posters within 48 hours after the event has passed (**this is your responsibility**)
- **Don't** post on entrance or exit doors, or on the surrounding glass or painted surfaces.
- **Don't** post in elevators or bathrooms.
- **Don't** cover other signs that have been posted.
- **Don't** use permanent markers when advertising on students' white boards.
- **Don't** erase personal message when advertising on student's white boards.

External Solicitation

- Vendors can post a maximum of 15 posters.
- Vendors **can not** post or place flyers in any of the residence halls.
- Posters can not be hung more than 2 weeks prior to the event date.
- Advertisements for off-campus living are not permitted.
- Wentworth reserves the right to deny postings that may not meet the educational mission of the Institute.

****Failure to adhere to these guidelines may result in a loss of posting privileges****

Questions regarding posting on campus should be directed to the Office of Campus Life at x4080