

PROMOTION AND MARKETING POLICIES

Advertising Policies on the Boca Raton Campus

BEFORE YOU ADVERTISE - Registered Student Organizations **MUST** register their program(s) with the Student Union in order to obtain stamp approval for any program advertisements, such as flyers, posters, signs and/or notices.

Approval of Flyers, Signs, Posters, and Notices: Once the event is Registered Student Organizations must obtain a stamp of approval on all advertising documents to be posted on campus. On the Boca Raton campus, stamp approval is in the Student Union, room UN 203. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

MUST include the name of the sponsoring student group or department.

MUST include the following statement: *If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*

CANNOT advertise alcohol in any way.

Placement of Flyers, Signs, Posters, Notices:

Classrooms, Offices, and Corridors: Flyers, signs, posters and notices may be attached to approved bulletin boards. They may NOT be attached to any painted surface, glass vending machine, building fixture or sign, or within/on any building exterior, except where provisions have been made. Each building on campus has their own areas for posting and should be consulted before posting is done.

Walkways and Campus Grounds: Flyers, signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Flyers, signs, posters and notices may NOT be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

Housing Posting Policy: Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. The Director of University Housing and Residential Life is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers at the office of Housing and Residential Life. It stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

Removal of Flyers, Signs, Posters and Notices: All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from

the date of the event. Any and all signs over two weeks old will be taken down regardless of stamp.

Violations: Flyers, signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

Temporary Ground Signs and Banners: May be placed only at the locations approved in the above policies. Any violations by student organizations in regards to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners