



## **SIGN/FLYER/POSTER POLICY and APPROVAL FORM**

A copy of all signs, flyers, posters, notices and/or advertisements (other than those through the student newspaper and/or athletic programs) for the University community must be presented to the Dean of Students, in room 2409 of the Student Union, as appropriate for display, for approval.

The posting of signs, notices, and/or advertisements on other than University bulletin boards by individuals and/or organizations is **PROHIBITED**. This includes doors, windows, hallways, walls of buildings, poles, and trees.

Permission to post signs on the outside of buildings must be obtained from the building coordinator.

Yard signs and signs on wooden frames are not permissible on Southeast with the exception of those promoting major University events such as Graduation, Orientation, Athletics, etc. Permission for University approved yard signs must be obtained from the Dean of Students.

Display of sexually suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed.

Chalking on buildings and sidewalks is not allowed.

Advertisements/flyers may not, under any circumstances, be placed on automobile windshields or indiscriminately handed out to passers-by.

University Police, Physical Plant, and building coordinators are authorized to remove improperly posted signs/flyer, notices, and/or advertisements in accordance with this policy.

**Authorized signs, once approved, will be allowed 2 days prior to the event, the day(s) of the event, and must be removed the day after the event, even if the event is a weekly occurrence. Failure to adhere to this policy may result in loss of future sign privileges.**

**ORGANIZATION/BUSINESS:** \_\_\_\_\_

**INDIVIDUAL MAKING REQUEST:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SIGN CONTENT (EXACT WORDING OR ATTACH SAMPLE):**  
\_\_\_\_\_  
\_\_\_\_\_

**CONTENT APPROVAL:** \_\_\_\_\_  
**Dean of Students**

This form must be signed by the building coordinator who will advise concerning the appropriate manner and place for posting signs. Permission must be granted by the building coordinator(s) before the signs are to be posted.

<b>LOCATION OF SIGN(S)</b>	<b>SIGNATURE OF BUILDING COORDINATOR(S)</b>
_____	_____
_____	_____
_____	_____

This form must be returned to the Dean of Students, in room 2409 of the Student Union, after being signed by Building Coordinators.

**REMINDER: SIGNS ARE TO BE REMOVED BY THE DAY FOLLOWING THE EVENT ADVERTISED.**

**FINAL APPROVAL:** \_\_\_\_\_ **Dean of Students** \_\_\_\_\_ **Date Approved**