



# Student Center Posting Guidelines

## *Indoor Posting Guidelines*

Please follow these guidelines closely to avoid losing privileges and take pride in the way our Student Center looks.

**All postings regardless of size and duration must be approved through the Redwood Thayne Center office or the Jordan Campus Student Services Info Desk. We reserve the right to remove or request the removal of postings that are incompliant with the listed procedures.**

### Inside Guidelines:

- Approved posters, flyers, and misc. advertising may be placed on designated bulletin boards, hallway frames, and plastic sign holders for 2 weeks. \*
- Limit the number of approved advertisements on tables.
- No posting allowed on walls, doors, or windows.
- No tape of any kind, pins, tacks, or nails may be used on any walls.
- Approval for helium balloons is on a case-by-case basis depending on your room location. Please contact Student Center Operations for approval.

### Free-standing Signage Guidelines: (Easels, Frames, 2' x 3' posters, etc.)

- Posters on easels may only be placed for same day events and must have a reservation.
  - Easels can be checked out through the Thayne Center (STC-124), or the Student Center Operations (STC-203 or JSTC 227).
- A-frame signage is not permitted for indoor use.
  - A-frames can be checked out through the Thayne Center (STC-124) or the Student Center Operations (STC-203 or JSTC 227).
- **Heritage month displays:**
  - Heritage month displays are allowed one poster listing all the events for the month and are allowed to remain posted throughout the month based upon reservation.
  - Individual heritage month event signage may be posted up to 24 hours before the event and must be removed following the event.
- **Individual Event Displays:**
  - Individual event signage may be posted up to 24 hours before the event and must be removed following the event.

*\*Extensions for postings may be approved on an individual basis.*



# Student Center Posting Guidelines

## *Outdoor Posting Guidelines*

Please follow these guidelines closely to avoid losing privileges and take pride in the way our Student Center looks.

**All postings regardless of size and duration must be approved through the Thayne Center office. We reserve the right to remove or request the removal of postings that are incompliant with the listed procedures.**

### Outside Guidelines:

- Flyers placed on garbage cans are permitted with blue painter's tape.
- Chalk may only be used on sidewalks.
- Wooden ground stakes to be used on the lawn only, no rebar stakes and must be at least 2 feet from the sidewalk.
- No laminated posters on the ground.
- No flyers, handouts, posters, etc. on cars.
- Postings are allowed on trees with fishing line or twine. Make sure it is removed promptly to prevent damage to the tree.
- Do not post anything over existing signs.
- Do not attach anything to artwork/sculptures.



# Student Center Posting Guidelines

## Redwood Approved Posting Locations

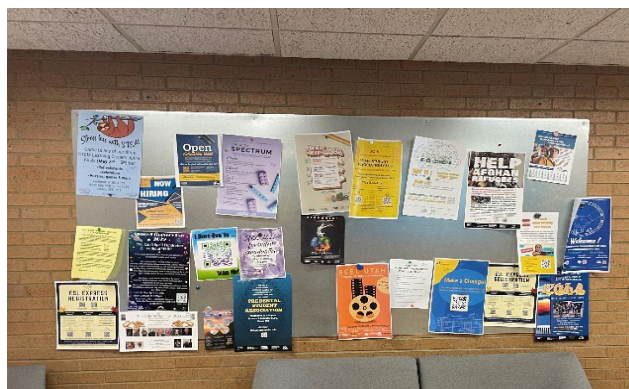
STC-000K

West Hallway diagonally across from Veteran's Services



STC-100K

North of bookstore across from the Admissions Hub



STC-103

Across from the What's Bruin coffee shop



STC-100L

Thayne Center Hallway





# Student Center Posting Guidelines

## Jordan Approved Posting Locations

JSTC-200  
Outside STEM



JSTC-200  
Southwest corner to the left of advising



JSTC-S100  
The wall on the east stairs



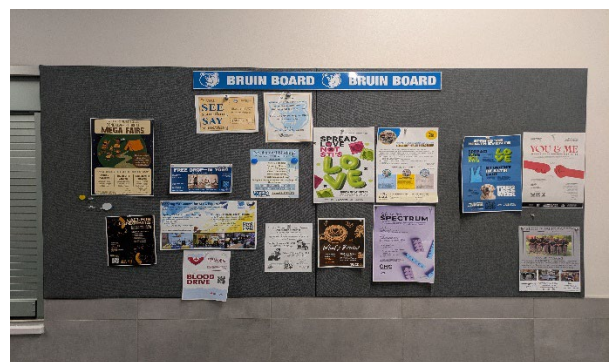
JSTC-100B  
Main hallway by office 106



JSTC-100C  
Hallway east of Bruin Pantry



JSTC-100K  
Wall to the right of cashiering





# Student Center Posting Guidelines

JSTC-100J

*Hallway by west stairs*



JSTC-100H

*Main Hallway*

