

# CAMPUS POSTING REQUIREMENTS

## GRAND CANYON UNIVERSITY™

**1. APPROVAL:** Advertising and/or posters must first be approved and stamped by The Office of Student Engagement.  
\_\_\_\_\_ Approved by Events Department

**2. LOCATIONS:** Advertising and/or posters must be posted on a bulletin board on campus. Below are the approved locations on campus:

- College of \_\_\_\_\_ (within the hallways)
- Front of Student Union Bulletin Boards
- Commuter Lounge Bulletin Boards
- Dorm Bulletin Boards
- Recreation Center
- Eatery Bulletin Boards (must be approved by food services as well)
- Parking Lot

**NOT ALLOWED!** Do not post advertising and/or posters on:

- random columns or walls
- windows or doors on campus
- bathrooms

**3. REMOVAL:** Advertising and/or posters must be removed within 24 hours after the event takes place.  
Removal date \_\_\_\_\_

**USE painters tape, staples,  
push pins or sticky tack on the  
bulletin boards.  
Scotch tape is not allowed.**

If your posters are found posted incorrectly, you will be contacted and be responsible for taking all posters down immediately. If incorrect postings persist, you will not be permitted to post on campus.

If you have any questions, please contact  
The Office of Student Engagement at:  
602-639-7250

[student.engagement@gcu.edu](mailto:student.engagement@gcu.edu)

Name (printed): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_