

CAMPUS POSTING REQUIREMENTS

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 community board on campus. One poster is allotted per community board. Below are the approved locations on campus:

- College of _____ (One poster per floor within the hallways if no community boards exist)
- (1) poster per front of Student Union bulletin boards
- (1) poster per Commuter Lounge bulletin boards
- (1) poster per first floor living area community boards
- (1) poster per recreation facility
- (1) poster per floor of parking lot
- (1) poster per community board in the Student Union
- (1) poster per outside community board

If posting in all allotted locations, I understand that I will need no more than 120 posters total.

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

- ▶ Random columns or walls
- ▶ Windows or doors on campus
- ▶ Bathrooms
- ▶ Taco Bell, Subway, Panda Express, The Habit, Jamba Juice, Qdoba, Chick-fil-A, Pita Jungle or Auntie Anne's
- ▶ Under doors in living areas

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

Removal date _____

Use painters tape and sticky tack on community boards. Use pushpins on community boards. Scotch tape is not allowed.

If your posters are found posted incorrectly, you will be contacted and held 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 by phone at 602-639-7250 or by email at Student.Engagement@gcu.edu.

Name (Printed): _____ Phone: _____

Email: _____

Signature: _____ Date: _____

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