



# *Gunn Publicity Rules:*

## **Posters & Flyers:**

- **Quality over Quantity:** put a lot of time into each item if you want people to look at it.
- **8"x11" Flyers - no more than 30** – *choose the most eye-catching spots, rather than covering the campus.*
- **Use Blue Tape** – Using any other type will result in your advertising being taken down.
- **Designated Spots:** *batcave, Quad kiosk, walls of the following Buildings: Village, Entrance to Library, J facing towards center of campus, N building, L building facing Spangenberg, Cafeteria, M facing Spangenberg, Front of Gyms (but not on glass doors), K/G toward Quad, Parking Lot Side of Spangenberg, E facing Quad.*
- **Prompt Removal:** Remove your poster by the end of the day after your event or you will be prohibited from making them in the future.

## **Additional Spots for Flyers:**

- **Cement Pillars along buildings and breezeways.**
- **Classrooms:** ask permission of teachers or staff before posting in classrooms or offices.
- **Bathrooms:** Feel free to post flyers in stalls or above urinals.

## **Non-Negotiables:**

- All posters/ flyers generated by a student organization (clubs/ class council/ SEC/ etc.) must have been approved by the Student Activities Office (SAO) and be stamped.
- Publicity for Department sponsored activities must be labeled as such (*example – sponsored by the Visual/ Performing arts department*).
- **Blue Tape: (in case you missed it the first time)** due to the damage caused by most other types of tape, blue tape is the only allowed tape to be used for promotional material. The SAO has ample supplies for you to borrow should you need some.
- **Promotional material not stamped by the SAO/ labeled as a department event will be removed.**
- **Promotional material posted with tape other than the Blue Tape will be removed.**