

## 1 POSTING

---

*The requirements listed in this policy are for **residence hall** posting on the uptown campus of Tulane University and are only intended to apply to posters/flyers distributed into residence halls. For posting in areas other than residence halls, please contact University Services.*

Posters/flyers are intended to advertise and announce Tulane sponsored events. Thus, the content and purpose of these events must adhere to University policies, including but not limited to:

- Posters/flyers must be from a Tulane University approved department or student organization. The sponsoring department or organization must be clearly stated on posters.
- Posters/flyers must contain a valid Tulane e-mail address so that there is a Tulane affiliated contact for the event.
- Posters/flyers must have a valid date and time.
- Posters/flyers must not be offensive or contain any offensive language, imagery or messages determined at the discretion of the Department of Housing and Residence Life.
- Posters/flyers cannot mention or show: alcohol, drug use, gambling, profanity, discriminatory language or other violations of the code of Student Conduct and/or Community Living Standards.
- Posters/flyers should not exceed 11x17 inches in size.
- We do not post advertisements for classes, menus, and/or other types of solicitations (job opportunities, furniture sales, etc.).

## 2 SUBMITTING POSTERS

---

Posters/flyers must be submitted to Housing & Residence Life, located in Irby Hall, **at least five days prior to the event**. All posters/flyers must have a valid “ACCEPTED” stamp, including date, issued by HRL staff before being hung in the residence halls.

- To be distributed to all residence halls, **15** posters/flyers are required. Please bring your posters to the HRL to be approved and stamped.
- In no case will HRL print copies- this is the responsibility of the event host.
- HRL staff will hang the posters/flyers. Contributing departments may not hang posters in the residence halls.

**Any attempt to alter posters/flyers after receiving an approval stamp will result in disciplinary action.**

## 3 HANGING POSTERS

---

For posting sponsor:

- After submission to HRL, your posters/flyers will be distributed and posted only by HRL staff on the information bulletin board located in Residence Hall lobbies/main lounges.
- Posters/flyers will not be distributed on every floor.
- **Any unauthorized posters/flyers will be removed and the posting privileges of the organization or department will be revoked for violating these policies.**