



CAMPUS WIDE POSTER POLICY

Posters are acknowledged as a natural part of university life. It is important for the aesthetics of the campus and also fluent information flow between student organisations and students that the process of displaying information is clarified and guidelines are established.

Guidelines can be found attached.

Bond University has a number of main noticeboards. These are an extremely useful tool as they are well spread out across the campus in helpful locations.

The main noticeboards are:

1. Outside the BUSA Office
2. Near the Medical Faculty
3. Outside North Tower

These are to contain information about:

1. Who is on BUSA and BUSA's nominated posters
2. Upcoming Events

This policy is to be reviewed by the Bond University Student Association semesterly under the direction of the Vice President (Recreation). Any concerns or clarifications should be directed to Ben Mack, Vice President (Recreation), at bmack@student.bond.edu.au

Policy Number: SC06071

Policy Name: Campus Wide Poster Policy

Contact Person: Promotions Director, Bond University Student Association

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Date of New Review: 26th April 2009

Campus Wide Poster Policy

Posters are a natural part of university life. Here are a few tips and regulations to get your message across with maximum impact and minimum fuss.

What is a poster?

A poster is any flyer, banner, or other material intended to communicate information to the university community

Suggested Content	Mandatory Features	Barred Content
1. Title	1. Contact Details of Organiser	1. Advertisements for nightclubs, pubs, etc other than that of the official BUSA sponsor (acceptable if part of club/OB event)
2. Description	2. '18+ Identification' for overage events	
3. Date	3. Expiration Date in Calender Format (e.g. 'Cleaners do not remove until 12 December 2008')	
4. Venue		
5. Price	4. Must clearly state OB Event if it is an event by an OB Student or Group	2. Events/Organisations unrelated to Bond unless expressly authorised by BUSA
6. Condition	5. BUSA 'BUSA Approved' stamp on each poster	

What if I'm having an Alcoholic Event?

- Your poster must display a 18+ Identification Required label
- You are also advised to state that "Bond University supports the responsible consumption of alcohol"

What if it is a poster advertising an item for sale/room for rent/private tutoring etc

- These are restricted to inside the School of IT & Main Library notice boards

Where can I put Posters?

Location	For use by	Attach With	Posters / Area
Glass panels next to opening doors	General (all Bond & external)	Blutack/ removable tape	1
Notice board (Left of BUSA Office)	Clubs, OB Groups & Faculty Student Associations (FSA)	Thumbtacks	1
Notice board (Right of BUSA Office)	BUSA	Thumbtacks	1
Closed notice boards	BUSA		1

Where am I not allowed to put posters?

Location	Reason
On Windows of the Bond University Student Association Office	Notice Boards are provided
On Doors	Ensures Safe Passage
On Sandstone Surfaces	Prevents Surface Damage
On Painted Surfaces	Prevents Surface Damage
On Glass Surfaces (Not Next To Opening Doors)	Maintains Aesthetic Appeal
On The Bridge	Maintains Aesthetic Appeal
On The Library Entrance	Notice Boards Are Provided Inside
Brassiere Windows (election material is acceptable)	Maintains Aesthetic Appeal

What about banners?

- Banners must be professional in appearance and approved by Director of Marketing and Admissions

Poster etiquette

- Avoid placing posters over existing posters
- No more than 1 set of posters should be found in the same location. A 'set' is a collection of different posters.
- A poster should not contain content that is offensive, discriminatory or vulgar
- A poster must be in "good taste"

What if I don't follow these guidelines?

- Posters not complying with these guidelines will be immediately removed by BUSA members, academic or general staff
- Clubs responsible for offending posters may be fined in subsequent Activities Fees allocations

Questions?

Contact the Bond University Student Association on (559) 54009 or bmack@student.bond.edu.au