



Flyer Posting Procedures and Guidelines Jan. 19, 2016

Below are the official procedures for posting flyers and posters at the college.

- No materials can be posted on walls, bathroom stalls, doors, cars, windows, etc.
- All materials must be posted in official locations such as bulletin boards. Facilities may install bulletin boards outside of office areas by request.
- Items posted on common area bulletin boards must be approved by ASG staff and date stamped prior to being hung.
- College flyers should include all of the following items, when applicable
 - Title of Event
 - Date, time and location of event
 - Club name (if applicable)
 - Cost of admission (if applicable)
 - Bates or ASG logo, if an ASG event
 - Point of contact for questions
 - College's official non-discrimination language
- ASG staff reserve the right to deny the posting or distribution of materials if the information is commercial, obscene, unlawful or contrary to the mission and vision of the college.