

Posting and Publicity

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Find the posting and publicity policy below.

I. POLICY STATEMENT.

Occidental College allows for posting and publicity of events and other College-related matters. This policy governs all such postings on campus.

II. APPLICABILITY.

This policy applies to all students, employees, and visitors who wish to publicize or display postings on the College's campus.

III. DEFINITIONS.

Banner – means a promotional material greater than 12"x18" in size.

Flyer – means a promotional material equal or less than 12"x18" in size.

Posting – means any poster, banner, flyer, handbill, chalking, and other promotional, advertising or educational material, whether electronic or in paper format.

IV. POLICY.

All postings must comply with this policy. Failure to comply with this policy may result in the immediate removal of the posting without notice. Flagrant or repeated violations of this policy may result in (1) referral to the Office of Student Conduct (for students), (2) discipline, up to and including termination (for employees), and/or (3) revocation of posting privileges.

1. Approval

Approval of a posting means that the requirements of this and any related policy have been met and is not an endorsement of the event or message by the College.

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No, thanks

Accept

1. Location-Specific Approval Guidelines

Postings in the following locations are subject to special requirements:

- Postings in the Johnson Student Center Quad, Samuelson Pavilion, Johnson Student Center, outside of the Academic Commons, and Rose Hills Plaza must be stamped through the office of [Student Leadership, Involvement & Community Engagement \(SLICE\)](#).
- Postings in the residence halls must be stamped through the [Office of Residential Education and Housing Services](#). Please refer to the [Residential Education and Housing Services Promotion and Advertising Guidelines](#) in the Student Handbook.
- For information about posting in Campus Dining Facilities, please see [Campus Dining Policies](#).
- Postings in all other administrative or academic buildings must be approved by the administrative or academic department that has authority within that facility.

2. Campus-Wide Posting Guidelines

- All postings must clearly identify the sponsoring entity.
- Event-related postings are prohibited until the event is registered with Master Calendar.
- Except for alcohol education programs, postings may not promote alcohol as the focus of the event.
- Postings may not be affixed on windows (including windows on exterior doors), exterior walls, building entrances, light poles, map kiosks, benches, campus street signs, trees, or the ground. Authorized postings are limited to campus promotion kiosks, the ground level of the JSC (interior), Bookstore bulletin board, mailroom bulletin board, and department bulletin boards (with approval from the specific department).
- Only the use of painter's tape (i.e., non-damaging) to adhere postings to surfaces is permitted. Any individual/group publicizing on campus will be held responsible for damages caused by improper posting.
- Postings may be displayed for up to two weeks prior to an event and must be removed within 48 hours after the conclusion of the event.

Questions about these guidelines should be directed to [SLICE](#).

3. Chalking Guidelines

- All chalking must be registered with [SLICE](#).
- Chalking is permitted on either the JSC or Academic quads. Chalk is not permitted on vertical surfaces (e.g. no walls or buildings), or any other sidewalk

- Chalk must clearly be designated for use on sidewalks. Pre-approved chalk may be borrowed from the Student Activities Center.
- Chalk is generally removed on a weekly basis according to Facilities' washing schedule.

4. Distribution of Printed Material on Campus

- Distribution of handbills or postings by or for off-campus parties is prohibited without prior approval from **SLICE**.
- Distribution of handbills may occur in the JSC or Academic quads only.
- Persons distributing handbills may not impede access to any building.
- Individuals may not be forced, coerced or otherwise pressured to accept handbills.
- Solicitations or donation requests are prohibited. Students should refer to the **Vendor Solicitation and Canvassing on Campus guidelines**. Employees should refer to the No Solicitation and Special Interest Fundraising Policies in the **Employee Handbook**.

V. POLICY HISTORY.

Responsible Officer(s): VPSA, VPAA, Chief Human Resources Officer

Effective Date: April 2024

Last Revised Date: November 14, 2025

VI. RELATED POLICIES AND RESOURCES.

Employee Handbook

Office of Residential Education and Housing Services

Student Leadership, Involvement & Community Engagement (SLICE)

Vendor Solicitation and Canvassing on Campus guidelines