

Posting

CAMPUS POSTING

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Poster Approval Requirements

Allendale Posting

Downtown Posting

Poster Approval Requirements

Bring your posters in and we'll check to make sure they meet the campus posting policy requirements. If they do, we'll set the date on the stamp one month in the future and you can stamp all your posters.

If you want to check and see if your posters would be approved before printing, you can email your poster design to promotions@gvsu.edu and we'll let you know.

If posters are hung without being stamped, they will be removed. You are not allowed to post any posters on walls, outside of classrooms, or on boards labeled "For Academic Use Only".

If you pay the Promotions Office to post your posters, just drop them off and we'll handle the stamping.

**ALL POSTERS MUST
HAVE THE FOLLOWING
INFORMATION,
CLEARLY VISIBLE:**

POSTERS CANNOT:

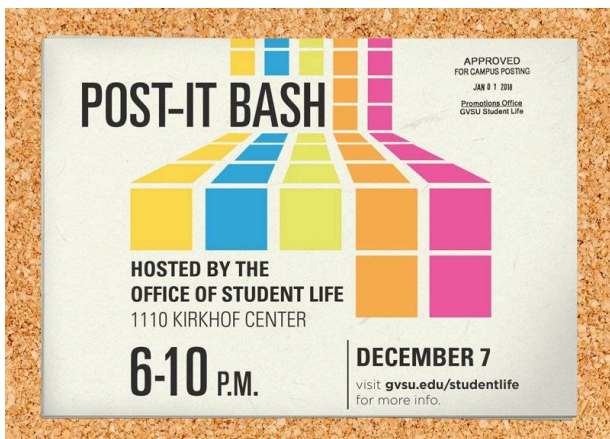
- Have any promotion or information about the sale or

- **Name of sponsoring group**
 - GVSU
department/organization
 - Registered Student
Organization
 - Class Name
 - If not GVSU affiliated,
include the name of the
business or individual
- **Contact information**
 - Include at least one of the
following: phone number,
email address, website,
or social media handle
 - QR codes do not count as
an official form of contact.
- **For events, also include:**
 - Title of event
 - Date and time
 - Event location

use of drugs/alcohol. If you are serving non-alcoholic beverages, choose words that are not associated with alcohol (Example: use "Mocktails" instead of "Cocktails")

- Have any inappropriate pictures (nudity, sexual content, graphic portrayals)
- Be smaller than 1/2 an 8.5"x11" page, be larger than 11"x17", or be posted more than one per board

Example posters



APPROVED!

This poster is approved because it includes all the necessary info:

- Name of event, date, time, location
- Name of organization or department
- Contact information (website)



DENIED!

This poster is NOT approved.

- No date, no time, vague location
- Doesn't include name of organization
- No contact information
- Advertises alcohol