

# SDSU Posting Policy

✉ Email

☎ 605-688-4022

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Information Exchange, or its successor unit, is responsible for authorizing campus-wide posting on the designated posting boards. The assistant director-student union communications and Print Center, or successor, is responsible for authorizing campus-wide posting on the university's electronic reader boards and will grant approval through BluePrint.

Below is the summarized version of the SDSU Posting Policy, but a complete version is available.

## Approval guidelines

- Depict a specific event or service that is to be held on a definite date or during a specified timeframe to not exceed the duration of one academic semester.
- The depicted event or service must be open to the University community.
- The event or service depicted must relate to the purpose of, and be sponsored by, an Officially Recognized Organization.
  - Officially Recognized Organization: a University department, office, college, Affiliated Entity, Registered Student Organization or official committee.
- The Officially Recognized Organization(s) sponsoring the event or service must be clearly and prominently displayed.

- For Registered Student Organization event or services, the following statement must be included on all Posters: "South Dakota State University is not a sponsor of this event. Registered student organizations have the ability to sponsor lawful events, which are governed by SDBOR Policies, University Policy, and SDCL 13-53-52."
- The Poster's size cannot exceed 12 inches by 18 inches (12" x 18").
- The following is prohibited:
  - Promotion of alcohol in a manner that violates SDBOR and University policies regarding advertisements by alcohol-related businesses and alcoholic beverages, including University Policy 9:1.
  - Promotion of an event that violates SDBOR and University policies regarding advertising of events where alcoholic beverages will be provided, including SDBOR Policy 4.7.1.
  - Promotion of other unauthorized or illegal drug use, or other illegal activity.
  - Use of obscene words, images, or concepts, including explicit sexual material, or any other speech not protected by the First Amendment.
  - Use of vulgar or lewd content.
  - Advertisements that compete with Dining Services or the University Bookstore.
  - University marks or other intellectual property, unless the Poster meets the applicable University Graphic Identity Standards, University Brand Toolbox, or other guidelines, or succeeding authority.

### **Residential Life Specifics:**

In order to display Posters in Residential Life-controlled buildings, the Poster must receive the authorizing stamp from Information Exchange and the approval of the Office of Housing and Residential Life ("Residential Life"), or its

successor. Individuals shall refer to the *Residential Life Handbook* requirements to display Posters in Residential Life-controlled buildings.

- This policy does not apply to materials that may be left on a table in each residential hall lobby or placed in student mailboxes. Such materials must comply with the policies contained in the *Residential Life Handbook* and SDBOR/University policies.

To request that your event be published on the calendars of the SDSU public website, InsideState and/or MyState, please email Central Reservations. All events held on campus must be entered into the Event Management System (EMS). For more information, please call 605-688-6134.

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## Approved posting locations on campus

**Agricultural Heritage Museum:** Main entrance near restrooms and west wall on fence.

**American Indian Student Center:** Main lobby.

**Animal Disease Research and Diagnostic Laboratory:** Bulletin board on south side.

**Animal Science Complex:** South wall of lobby near fountain.

**Avera Health and Science Center:** West vestibule on south wall.

**Bailey Rotunda:** West vestibule near classroom entrance.

**Berg Agricultural Hall:** East end of first floor near room 161, west end of first floor near women's restroom, north end of first floor near room 105 and near north stairwell on lower level.

**Chicoine Architecture, Mathematics and Engineering Hall:** Main lobby.

**Communications Center:** West entrance.

**Crothers Engineering Hall:** Across from room 214.

**DePuy Military Hall:** Across from men's restroom in gymnasium.

**Daktronics Engineering Hall:** South west. entrance.

**Edgar S. McFadden Biostress Lab:** North side of main

entrance outside room 103.

**Facilities and Services Building:** 4136 lunchroom with bulletin boards.

**Grove Hall:** North entrance.

**Harding Hall:** Main entrance.

**Hilton M. Briggs Library:** Main floor hall by restrooms.

**Lincoln Hall:** West of stairs in main hall.

**Miller Wellness Center:** Main north/south corridor.

**Morrill Hall / Administration:** East entrance.

**Oscar Larson Performing Arts Center:** Six posting locations in building

**Plant Science Lab:** South entrance near drinking fountain.

**Psychology, Sociology and Rural Studies:** South east entrance on east wall.

**Pugsley Center:** Across from vending downstairs right of main entrance.

**Solberg Hall:** South entrance near intersection of halls.

**South Dakota Art Museum:** Outside theatre/lecture hall.

**Stanley J. Marshall Center / HPER:** East entrance/vending by north wall.

**Testing Center:** Lobby area.

**The Barn/Intramural Building:** South west entrance.

**University Student Union:** Main Street.

**Wagner Hall:** North west and South west entrances on east side of hall near vestibule.

**Wecota Hall:** East entrance.

**Wenona Hall:** Front entrance.

**Wintrode Student Success and Opportunity Center:** South wall near lounge.

**Yeager Hall:** South west entrance on west wall.

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