

Student Center Posting Regulations

General Policies

1. The 2nd Floor Landing, Corker Balcony and International Lounge Balcony banner spaces are to be used for promotion of approved student attended events that are hosted in the Student Center and/or sponsored by the Student Center. Any exceptions to this policy must be approved by the Assistant Director-Marketing and Graphics or another Student Center administration staff member as approved by the Marketing and Graphics Department. Banner space may be reserved in Student Center Conference and Scheduling Services and banners may be hung for a maximum of 2 weeks. Recommended sizes for banners are: 47" x 36", 93" x 36" and 137" x 36".
2. Poster-sized (22X28) signs posted at the entrances and cross-halls are for Student Center events only. Student Center Marketing and Graphics will place these approved signs.
3. Flyers may be posted on Student Center bulletin boards only. Flyers are approved and placed by the Student Center Information Center on the first floor of the Student Center.
4. No posters or promotional materials may be attached to any surfaces (such as painted, wood or glass) that may be damaged by tape, glue, staples, or tacks.
5. No signage is to be placed in or on Student Center exterior facing windows with the exception of Student Center hours and standard building signage as approved by Student Center administration.
6. Window perfs, bowling alley monitors, and Visix electronic displays are for Student Center events only.
7. Any exceptions to any marketing policies are at the discretion of the Director of the Student Center and the Assistant Director-Marketing and Graphics.
8. Table tent space may be reserved through Student Center Conference and Scheduling Services. Please reference the Student Center's full Table Tent Policy for further guidelines: http://studentcenter.siu.edu/_common/documents/scheduling/reservespace/table-tent-policy.pdf

Tenant/University Partner/Student Center Department Policies

1. All Student Center tenants, University Partners and Student Center Departments are required to follow all General Policies as outlined above.
2. Limited directional signage may be displayed for the first two weeks of Spring and Fall semesters only. Each directional sign must be approved by the Assistant Director-Marketing and Graphics or another Student Center administration staff member as approved by the Marketing and Graphics Department.
3. Signage outside the door of the tenant/partner/department designated space is limited to one 22X28 poster-sized sign in a sign standard as approved by the Assistant Director-Marketing and Graphics or another Student Center administration staff member as approved by the Marketing and Graphics Department.
4. No handwritten signage of any kind (ex. posters with marker, chalk boards or dry erase boards) are allowed in the Student Center.
5. No self-made signage, flyers, menus, promotional items, or displays can be used. Signage may only be displayed if it is approved by SIU University Communications.
6. Display cases are available for use by Student Center Tenants with contracts, University Partners, Student Organizations and SIU Departments. These spaces must be reserved through the Assistant Director-Marketing and Graphics.. Please refer to the Student Center Display Case Policy for more information: http://studentcenter.siu.edu/_common/documents/about-us/Display%20Case%20Policy.pdf.
7. Yard signs may be placed on Student Center property to promote approved student attended events. The limit is two yard signs on the day of the event only.