

Ohio State ATI Posting Policy

Purpose of this policy:

- to establish optimal opportunities for promoting campus organizations and events;
- to increase effectiveness of campus postings;

This policy is for postings in public spaces with the following exceptions:

1. All designated Departmental Bulletin Boards are under the discretion of that unit's supervisor with regards to postings and removals.
2. All postings in University Housing must be approved by administrative staff, Caitlin Blake.
 - a. Flyers can be sent to ati_housing@osu.edu for approval.
 - b. For one day events, postings can be delivered to the housing front desk for hanging.
 - c. To post on a weekly basis, groups may be required to physically hang flyers once approval has been received.
 - d. Groups should prepare 116 flyers for campus housing.

Posters and postings should be prepared, displayed, and removed in accordance with this policy. Unauthorized postings will be removed and handled through Student Programming & Life. Violations of this policy could result in suspension or revocation of posting privileges and/or further student conduct procedures.

Any damage to university property as a result of improper postings will be charged to the sponsor.

I. Approval Guidelines for Posters and Posting

- a. Students, faculty, and staff may post information and notices concerning their organization/department in areas designated by Ohio State ATI, such as bulletin boards, tv monitors, and tables.
- b. Advertising must be for a campus-wide event or any event open to all students. Postings of regular student organization meetings will not be permitted.
- c. Bulletin board and table tent postings must be stamped and approved prior to posting (See Section II for approval process). When in doubt, contact the Student Activities Office in SAC 106 or atistudentactivities@osu.edu.
- d. Content should be in good taste and adhere to The Ohio State University Code of Student Conduct. To view, visit <https://trustees.osu.edu/bylaws-and-rules/code>.
- e. No activities prohibited by university regulations, or local, state or federal laws, may be publicized.

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II. Approval Process for Posters and Postings

- a. Prior approval is required before anything is posted. Postings must be stamped and approved prior to posting.
 - i. Student organizations, internal institutional postings and campus programming should submit to the Student Activities Office.
 - ii. External vendors and non-profits should contact atistudentactivities@osu.edu.
- b. All postings must include the name(s) of the individual(s) or group(s) sponsoring the event and the date in which the post should be taken down in the lower right corner of the document. Student Life will remove within 24 hours after the date of the event.

III. Posting Specifications

- a. Posted material should not cover or obstruct other notices
- b. A maximum of one posting per event/per campus group/per bulletin board is permitted.
- c. Posted material should be of a reasonable size relative to the size of the posting area (5x5, 5x7, 8-1/2 x 11). This allows room for all postings.
- d. Table tents are considered a posting tool and require approval. Maximum size for tables tents is 5-1/2 x 8-1/2.
- e. Groups will be responsible for printing all materials.
- f. Postings may be displayed for up to **two weeks** (unless approved for longer display).
- g. Posting is prohibited on all pieces of artwork, elevators, vehicles, trees, furniture, university signs, glass surfaces, doors, toilet stalls, ceilings, brick, doors, railings, light poles, trash cans, windows, seating, etc. In the case of emergency, administration may post a notice on a door area.
- h. For cork bulletin boards, use tacks or stick pins only.
- i. For sidewalks, use outdoor chalk only. No paint!
- j. Use of tape, stickers, and/or decals is prohibited!

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IV. Posting Locations and Marketing Opportunities

- a. Approved general Bulletin Board locations (10 boards):
 - i. Halterman Lobby near computer lab
 - ii. Learning Lab
 - iii. Board down hall from Learning Lab
 - iv. Skou stairwell (4)
 - v. Board by Upward Bound
 - vi. Café Carmen (2)
- i. Library requires approval from Kathy Yoder (yoder.332) prior to posting or utilizing table tents.
- ii. To post on bulletin board by Bookstore, group must obtain prior approval from Margie Skeen (skeen.34).

- b. Sidewalks: Campus groups may write messages in chalk on sidewalks for events. Sidewalk chalk may not be used under awnings or similar overhangs.

- c. Table tents for Café Carmen, Halterman high tops and Skou lounge (approx. 20)

- d. Buckeye Buzz weekly newsletter and monthly highlights via online submission at <https://ati.osu.edu/buzz>
 - i. Submissions to be posted in weekly newsletter are due by the Thursday of the week prior to the event.
 - ii. Submissions to be posted in the monthly highlights are due by the second to last Thursday of the month for the following month.

- e. TV monitors at least 3 days prior to posting. (More information below.)

V. Television Posting

- a. The TV monitors located in the Halterman and Skou lobbies, the housing office, and the Student Activities Center are available to broadcast information to ATI students, faculty, and staff.

- b. Student organizations who wish to promote an event via the TV monitors should create a widescreen format (16:9) PowerPoint slide with the relevant information and save the slide as a JPG file. Please be sure to include all the necessary information regarding time, date, location, etc. Accuracy of posted information is the responsibility of the person submitting content.
 - i. Please remember when composing your slides that less is more. The more text you include, the harder it will be for viewers to read in the short time that slides are displayed.

- c. Once you have created your JPG file, please email to Zac Burkey.56@osu.edu.

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- d. Each digital post will remain up for two weeks from the time it is posted and removed with 24 hours at the conclusion of the event.
- e. Ohio State ATI reserves the right to reject or edit content at any time for any reason, including, without limitation, appropriateness of content, length, and availability of space or time on the display system.

VI. Other Information

- a. The Student Activities Office will remove notices from all general posting areas on a weekly basis.
 - i. This includes dated postings, non-approved postings, and violations.
- b. For assistance with preparing fliers, digital messaging or other advertising, contact the Student Activities Office at atistudentactivities@osu.edu.
- c. Ohio State ATI Posting Policy can also be found online at <https://woostercampuslife.cfaes.ohio-state.edu>