



NORTHERN ILLINOIS UNIVERSITY

## Student Involvement & Leadership Development

Division of Student Affairs & Enrollment Management

## Poster Policy / Chalk Policy

Campus Life Building, Room 150

815-753-1421

Fax 815-753-2905

[posters@niu.edu](mailto:posters@niu.edu)

Student Involvement & Leadership Development must approve all posters before they are placed on campus bulletin boards. Only Student Association (SA) recognized student organizations in good standing and University Departments may request placement of posters on campus bulletin boards. Posters will be granted an approved posting time of up to one month. Electronic stamps for posters can be received by emailing your poster to: [posters@niu.edu](mailto:posters@niu.edu)

### **Poster Guidelines:**

1. A minimum of 2 copies of your poster must be brought in for approval. (One copy will be kept on file in Student Involvement & Leadership Development.)
2. An item is considered a poster if it is one page and is no larger than 24" x 24".
3. The full name of the sponsoring organization or University Department must be clearly identified on the face of the poster. (Acronyms and Greek symbols can only be used when in conjunction with the full name of the organization.)
4. Contact information (phone, email or website where this information can be found) must be included on the face of the poster.
5. We strongly encourage you to add the following language to your poster to provide more inclusive programming on campus: "For more information and if you need an interpreter or additional assistance, please contact: *(insert contact name and number/email of event coordinator)*."
6. If you are promoting an event, activity or meeting, your poster should include the date, time and location.
7. Posters indicating in writing or by illustration the serving of alcoholic beverages must contain a statement that "no one under 21 years of age will be served; IDs will be checked". No reference to alcohol abuse will be allowed (all you can drink, drinking contests, etc.)
8. The relative size of the print advertisement or logo of a commercial sponsor shall be 1/3 or less in size of the event program, organization, or department being advertised and positioned in the lower 1/3 of the poster.
9. Posters printed in a language other than English must include an English translation on the face of the poster.
10. An individual requesting poster approval for Student Association elections must have approval from the Student Association Elections Commissioner before Student Involvement & Leadership can approve the request.

### **Posting on Campus:**

1. In order to maintain the natural beauty of the campus and to preserve the quality of buildings and grounds, approved posters may **ONLY** be placed on bulletin boards provided for this purpose in University buildings. (Please do not place posters on bulletin boards designated for University Departments.)
2. Only one type of each poster may be posted on each bulletin board and it may not be placed as to cover other posters.
3. The Holmes Student Center, Food Service Director, must be contacted at 753-6546 and will advise regarding the Table Tent Policy.
4. In residence halls, approved posters are to be delivered to the main desk of each hall at least 24 hours prior to the day the materials are to be posted. The main desk will further advise on their posting policy (policies differ from hall to hall). Please abide by each policy.
5. For the Huskie Bus line, approved posters may be posted only within the overhead advertising frames on the inside of any bus.

### **Approval and Violations:**

1. The Director of Student Involvement & Leadership Development may withhold approval for any poster deemed to be obscene, offensive or discriminatory to a portion of the University community, or which advertises an event which is illegal or unlawful. The decision of the Director may be appealed to the Associate Vice President for Student Affairs.
2. Failure to obtain approval for posters or the posting of posters on objects other than appropriate bulletin boards may result in the loss of an organization's/department's privilege of poster approval. Any poster deemed inappropriate must be removed by the organization/department in question, within 24 hours of notification. Repeated violations of this policy may result in the loss of the organization's/department's status and the adjudication of individuals.
3. Unauthorized removal of posters is in direct violation of the University's Office of Community Standards and Student Conduct Code 3-2.1. Violators will be forwarded to the University Office of Community Standards and Student Conduct.

### **Chalking on Campus:**

1. Student Association recognized organizations in good standing and University Departments are allowed to chalk on concrete sidewalks ONLY, using washable non-toxic chalk. Failure to follow these guidelines may result in the loss of privileges.
2. If for any reason poster privileges have been lost or revoked, this also applies to the organization's/department's privilege to chalk sidewalks, use display cases, etc.

Revised 7/14