

Appendix E
General Posting/Publicity Locations

1. **Designated General Posting Boards in Academic Buildings**

It is the responsibility of the group receiving approval to post their own materials on designated boards in academic buildings. Flyers can not exceed 11" x 17". No material should be placed over existing, approved materials. Groups are responsible in making efforts to remove their outdated flyers and posters.

WEST CAMPUS		EAST CAMPUS	
Bracket Hall	Front Entrance, right side	Brooks Center	Wall outside Rm. 206
Olin Hall	Stairwell lading between 1 & 2	Daniel Hall	Across from Rm. 102, 209
Freeman Hall	Inside rooms 111B & 140	Edwards Hall	Outside 2 nd floor elevator
Godfrey Hall	2 nd floor atrium, under clock	Jordan Hall	Both ends of 1 st floor
Hardin Hall	Hallway outside Rm. 118	Lehotsky Hall	Hallway outside Rm. 135
Hunter Hall	1) Front Entrance	Martin Hall	On 3 rd floor in Section O
	2) Near auditorium	Rhodes Residence	2 nd floor outside stairwell
Lee Hall	Left of gallery outside Rm. 151	Strode Tower	1 st floor, near elevator
Mell Hall	Hallway near back entrance	Tillman Hall	Ground floor, near G11

2. **Designated Bulletin Boards within the University Union and Hendrix Student Center:** (Union) - Bulletin boards are located in the stairwells, Loggia, and outside the Palmetto Ballroom. (HSC) – Bulletin boards are located by the Student Lounge, McKissick Theater, and outside the Michelin Career Center. Flyers may not exceed 11" x 17".
3. **Banner Alley:** All banners must be approved at the Hendrix Student Center Information Desk. The standard size of a banner can be a maximum of 30" tall x 42" wide. Banners will be posted on a first come, first serve basis and will only be posted for a time period of two weeks. The Union will also post banners approved for the Library and HSC banner alley. All of these areas will be maintained by the University Union.
4. **University Housing:** All flyers must be approved by Housing as well as the Hendrix Student Center. Only recognized student organizations may post in the residence halls. Flyer distribution is as follows:

LOCATION	Total # Flyers
EAST CAMPUS HOUSING (Mauldin Hall)	80
WEST CAMPUS HOUSING (707 Univ. Union)	131
GREEK COMMUNITY AREA (Norris)	20

5. **Other Bulletin Boards:** Most other bulletin boards in buildings are reserved for specific department use. In order to put your materials on their boards, you must secure approval from the appropriate department representative.
6. **Light Pole Banners:** Contact University Facilities at (864) 656-4940 to hang professional banners.
7. **Advertising Options:**
- The Tiger Newspaper:* Contact (864) 656-2167 or office located on the 3rd floor of the Hendrix Student Center
 - Clemson Cable Network (CCN):* Contact (864) 656-ICCN
8. **Student Digest:** Recognized student organizations and campus departments may use the Student Digest for important announcements of broad interest or recruiting. All enrolled students receive a weekly email directing them to the Student Digest. Please visit <http://digest.clemson.edu> for more information on how to submit messages.
9. **Table Tents:** For more information on how to distribute table tents to the dining facilities, please contact ARAMARK at (864) 656-2007.
10. **Yard Signs and A-Frames:** All yard signs and A-frames must be approved by the Hendrix Student Center. Please see Hendrix Information Desk for approval form. Specifications are as follows:
- Yard signs must be professionally made
 - Maximum of 10 yard signs per event
 - Signs may only be displayed the day of the event no earlier than 6:00AM and must be removed the next day no later than 8:00AM
 - May not** be displayed in any of the following areas: Tillman Hall, Sikes, Military Heritage Plaza, the President's lawn, Calhoun Mansion, or any other part of the historic district
 - Events must be sponsored by a recognized student organization or University department.
11. **The Toilet Paper:** The Toilet Paper is an educational flyer produced by Health Education in partnership with CLEMSONLIVE. It is approved to be posted on restroom stalls in all residence facilities, the Edgar A. Brown Union and Hendrix Student Center. To post in other facilities, approval must be obtained by the Vice President responsible for the facility or his/her designee.

For further information about the posting policy or mass e-mail, please contact the Hendrix Center Information Desk at (864) 656-INFO (4636).