

## General Posting/Publicity Locations

### 1. Designated General Posting Boards

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 Groups are responsible in making efforts to remove their outdated flyers and posters.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

Brackett Hall	Front Entrance, right side
Olin Hall	Stairwell lading between 1 & 2
Freeman Hall	Inside rooms 111B & 140
Godfrey Hall	2 <sup>nd</sup> floor atrium, under clock
Hardin Hall	Hallway outside Rm. 118
Hunter Hall	1) Front Entrance

	2) Near auditorium	Rhodes Res.
Lee Hall	Left of gallery outside Rm. 151	Strode Tower
Mell Hall	Hallway near back entrance	Tillman Hall

#### EAST CAMPUS

Brooks Center	Wall Outside Rm.206
Daniel Hall	Across from Rm. 102, 209
Edwards Hall	Outside 2 <sup>nd</sup> floor elevator
Jordan Hall	Both ends of 1 <sup>st</sup> floor
Lehotsky Hall	Hallway outside Rm.135
Martin Hall	On 3 <sup>rd</sup> floor in Section O
	2 <sup>nd</sup> floor outside stairwell
	1 <sup>st</sup> floor, near elevator
	Ground Floor, near G11

2. **Designated Bulletin Boards within the University Union and 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 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 University Union. Only recognized student organizations may post in the residence halls. Flyer distribution is as follows:
  - a. EAST CAMPUS HOUSING (Mauldin Hall) 80 total flyers
  - b. WEST CAMPUS HOUSING (707 Univ. Union) 131 total flyers
  - c. GREEK COMMUNITY AREA (Norris) 20 total flyers
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 656-4940 to hang professional banners.
7. **Advertising Options:**
  - a. *The Tiger Newspaper:* Contact 656-2167 or Hendrix Center located on the 3<sup>rd</sup> floor of the Hendrix Student Center.
  - b. *Clemson Cable Network (CCN):* Contact 656-1CCN or Hendrix Center.
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 University Union. Please see Hendrix Information Desk for approval form. Specifications are as follows:
  - a. Yard signs must be professionally made
  - b. Maximum of 10 yard signs/event
  - c. Signs may only be displayed the day of the event no earlier than 6:00 am and must be removed the next day no later than 8am
  - d. **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
  - e. 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 656-INFO (4636).