

Advertising Policies

Posting

In order to obtain campus authorization for posting or displaying any medium on campus, a representative from the sponsoring unit must receive an authorization stamp on all material to be posted from the Office of Student Affairs. The original advertisement must be approved, prior to submission for the stamp of approval. Once this is done, copies of the posting can be made. Upon request, the representative will be given a current listing of approved posting areas on campus or they can obtain a copy from the Office of Student Affairs website.

- All Recognized Student Organization must include the following statement on all postings. "**The opinions and views expressed do not represent those of Northeastern State University.**"
- Fliers should not exceed 14" x 22" in size. Sign exceeding this limitation must receive special permission from the Dean of Student Affairs Office.
- The name of the sponsoring group **must** appear on each flier, sign and display. The organization's name spelled out is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In case of symbols or initials which are not clear, the group will be required to spell out the entire name of the group.
- If posters are displayed in a language other than English, the English translation must be included on the poster.
- Publicity displaying any type of alcoholic beverage or encouraging the use of alcohol is **prohibited**.
- Signs are not to be posted on trees or shrubs, trash cans, glass, painted surfaces, etc. Any signs posted in unapproved areas will be removed. Only **one** poster per event is permitted on each bulletin board or authorized area.
- Signs without a registered stamp or those remaining up beyond the expiration date will be removed. Posting in unauthorized places may result in the individual or group being fined and/or prohibited from distributing posters for a definite period.
- The Coordinator of Student Activities and Organizations or designee may approve lawn signs for special events of an all-campus interest for display on the day(s) of the event.
- Persons wishing to post in the Residence Halls must make such arrangements through the Housing Office.
- Do not use plastic or duct tape.
- Posting policies for NSGA elections may be different than the above rules. Refer to the NSGA election guidelines for full details.

ADMINISTRATION	Bulletin board first floor
SEMINARY HALL	Bulletin boards
SCIENCE BUILDING	Tile areas of walls
BUSINESS & TECHNOLOGY	Bulletin boards

EDUCATION	Bulletin boards
GYM	Bulletin boards in lobby
JOHN VAUGHN LIBRARY	Brick wall areas
HASKELL HALL	Tile areas of walls
JOURNALISM	Permission at circulation desk
FINE ARTS	Bulletin boards
FINE ARTS ANNEX	Bulletin boards
JACK DOBBINS FIELDHOUSE	Bulletin boards ONLY
SPECIAL EDUCATION	Bulletin boards
NET BUILDING	Permission at Information Desk
UNIVERSITY CENTER	Bulletin boards
RESIDENCE HALLS	Bulletin boards

Advertising Policy

The following advertising policy applies to **all** advertising and promotion including books, brochures, flyers, posters, programs, directories, newspapers, signs, marquee, radio, television, video and audio tape, and electronic computer generated programming. This policy also applies to all events and activities organized by or sponsored by university departments or Registered Student Organizations.

- Only university recognized organizations are allowed to advertise on campus, except when approval is received from the Dean of Student Affairs.
- Advertising may not include any reference to alcohol consumption, availability or sale.
- Poster, flyers and handbills must also comply with the posting policy set forth above.
- Using chalk to write on concrete sidewalks is **NOT** allowed.
- The following advertising material **is not acceptable**:
 - Advertising which encourages students at the University to purchase reports and/or research material done by others.
 - Advertising which requires the reader to send money to obtain further information on the product.
 - Advertising deemed offensive or in poor taste. This may include, but is not limited to, advertisements that are derogatory to individuals or groups.
 - Products which encourage violations of university, city, state, or federal laws and regulations.
- All other advertising mediums besides those listed above must receive the approval of the Office of Student Affairs before implementation.
- **Two local references for ads of a "questionable" nature will be required. This includes, but is not limited to, masseurs and masseuses, dating services, escort services, models, pregnancy**

referral, adoption services and "get rich quick" promotions, as interpreted by the Dean of Student Affairs. Ads must include a street address and phone number.

- The University reserves the right to remove any advertising that does not follow University policy.

In so expressing a policy of open distribution of written materials intended for noncommercial purposes, the University does not assume any obligations or responsibility for the content of the materials distributed; furthermore, the University reminds organizations and individuals so distributing materials, to be aware of current laws regarding libel, defamation, obscenity, fair labor relations and other applicable laws.