

# POSTERING AND PROMOTION ON CAMPUS

When you promote your club or club event on campus there are a few things to consider when it comes to posters.

## THE YES AREAS FOR POSTERS INCLUDE:

The bollards (large cylindrical objects) located on the concourse

The designated 'Clubs and Community' noticeboard

Any noticeboards throughout the university which are not designated for a specific purpose

## THE NO GO AREAS FOR POSTERS INCLUDE

Toilet doors

Noticeboards dedicated to faculty or exam information.

Walls which have emergency notices on them

Windows

## THE SIX GOLDEN RULES FOR POSTERING

1. Check that where you are putting a poster is allowed, if you are not sure ask someone!
2. Don't use electrical tape/masking tape/sticky tape.
3. Take your posters down after you event/membership drive.
4. Don't stick them on the ground!
5. Don't write anything in chalk, paint or any other form on the cement or pathways without first seeking permission from the University's Security office (located in building one)
6. Be courteous towards people who have put up other notices and don't cover them up!