

General Posting Guidelines

Posting notices of upcoming events and general information are efficient ways to share information with faculty, students and staff and are encouraged to advertise campus events.

Approval Process

- It is Doane University policy that any flyer, poster or other printed material intended to advertise events or share information *must* be approved by the Student Experience office. This helps to avoid errors and keeps inappropriate notices from being shared.
- Posters must be submitted for approval via email to studentexperience@doane.edu so an approved stamp can be placed on the document before it is printed. Any unapproved posters will be immediately taken down and discarded.
- Please allow at least 24 business hours for the Student Experience office to review and approve your poster. If poster revisions are needed, the flyer will be returned to you with the corrections noted.
- When posting about an upcoming event, you should have your flyers approved and out at least five (5) business days prior to the event.

Format and File Types

- Flyers and posters must be submitted as a PDF or image file like PNG or JPG. Submitting your poster electronically is the preferred method.
- If you are unable to submit an electronic version of your poster, you can bring it to the Perry Pod Student Experience office to be approved and hand-stamped. Please allow at least 24 business hours for review and approval.
- Each poster must include the name of the event and/or group sponsoring the event, the date, time and location of the event and contact information if anyone has questions.
- Please try to keep posters to an 8.5x11 size with a vertical layout so there is room to display as many posters as possible in as many spots as possible.
- Unless otherwise requested, posters submitted for approval electronically will also be uploaded to appear on the screen behind the beige desk outside the CAF.
- References to and/or regarding, pictures of alcoholic beverages, alcohol-related events, suggestive gestures, suggestive sexual content or discrimination of any kind may *not* be used and will not be approved. If any are posted, they will be removed immediately.

Approved Posting Locations

- Flyers and posters can only be placed on existing bulletin boards, kiosks, and other designated posting areas. They may *not* be placed on doors, windows, or painted surfaces. Extra pins are available in the Student Experience office if needed. **Tape of any kind is *not* permitted.**
- After your event has occurred, it is your responsibility to remove all posters and flyers you posted within one week. Failure to do so may result in non-approval of your next posters or flyers.

Outdoor Posting Guidelines

It is the goal of these guidelines is to preserve the aesthetic view of the campus when utilizing outdoor advertising for events or special causes.

Painting Windows

- A request to paint windows must be made through Event Services by emailing events@doane.edu.

- Each painted window must clearly identify the sponsor.
- Windows will wash off easier if a drop of dish soap is added to the paint before applying.
- Windows may remain painted for one week.
- Event sponsors are responsible for removing paint once their time has expired.

Sidewalk Chalking

- All Sidewalk Chalking must clearly identify the sponsor.
- Sidewalk Chalking is permitted on horizontal surfaces that are exposed to rain where it will naturally be washed away. These surfaces cannot be under overhangs or other areas that would block the surface from being exposed to rain.
- Chalking is strictly prohibited on vertical surfaces such as building walls, vertical steps, columns; etc.
- Only water-soluble chalk may be used for sidewalk chalking.
- Spray chalk is NOT allowed as it does not wash off and permanently stains the walkways.
- The Sidewalk Chalking may remain up to one week.
- Any Sidewalk Chalk that remains after time has expired must be removed by the event sponsors.

Sidewalk Painting or Taping

- The use of paint or tape to write or mark on the sidewalks and stairs is not permitted.

Turf Painting

- A request to paint on turf must be made through Event Services by emailing events@doane.edu.

Outdoor Banners and Signs

- All publicity materials must clearly identify the event sponsor.
- No banners, signs, or any other material may be hung from trees.
- There is a one week limit on posting outdoor banners and signs.
- Event sponsors are responsible for removing all signage once their time has expired. Signs that remain will be disposed of.

Banners and Flags Hung from the Belltower

- Requests to hang banners or flags from the bell tower must be made through Event Services by emailing events@doane.edu at least one week prior to the requested hang date.
- Banner or flag must be no wider than 5' and must have 2 - 3 grommets across the top depending on the width.
- Banner or flag must be made of quality banner or flag material. Items that are poorly constructed will not be hung as they may rip and/or fly away causing a safety risk and affecting the aesthetics of the University.
- Banners will be removed after one week by facilities staff and the sponsor will be notified by email to pick the banner up within 24 hours from Facilities Operations in the Martin Building.