

Doane University Crete Campus Posting Policy

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. 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 Affairs office.

Posters

- Approval Process
 - Posters must be submitted for approval via email to studentaffairs@doane.edu or uploaded via 25Live reservation request.
 - Only Doane University offices or Recognized Student Organizations are allowed to post on campus. Posters advertising activities sponsored by individuals and/or non-Doane related posters will only be posted on the Community Board located on the lower level of Perry Campus Center.
 - Groups seeking Registered Student Organization status will be allowed one poster to garner interest after meeting with Student Affairs to initiate the registration process. This poster will be allowed to stay up for 2 weeks.
 - Community Board posters must still follow all expectations listed in this policy and be approved by the Director of Campus Engagement or designee.
 - Student Affairs will approve only one “save the date” and one poster per event, unless otherwise discussed with the Office. Any unapproved posters will be immediately taken down and discarded.
 - Posters must be available for posting one week before the event occurs. Posters will be posted up to one month in advance, and up to two months in advance save the dates.
 - Paper posters will be posted 14 days out in the residence halls due to limited posting space, screens will still follow the timeline listed above.
 - All informational posters without a specific date will be up for two weeks.
 - Examples include weekly occurring meetings, interest forms, etc.
 - Each poster must include the following information:
 - Name of the event
 - Name of group sponsoring the event
 - Event location, date, and time for the event
 - Description of the event
 - Contact information, i.e., an email or phone number
 - References to and/or regarding, pictures of alcoholic beverages, alcohol-related events, suggestive gestures, suggestive sexual content or discrimination of any kind will cause posters to not be approved. Posters that are deemed to be in conflict with the University's purpose, mission and values will not be approved.
 - Please allow at least one business day for poster approval. If poster revisions are needed, the flyer will be returned with the corrections noted for resubmission. If edits are not made in a timely manner, posters may not be posted due to timelines.
 - Once approved, the flyer will be printed and posted by Student Affairs staff in approved locations, 22 in total. The approved flyer will also be loaded onto the screens in the residence halls and at the information desk outside the dining hall.
- Format and File Types
 - Flyers and posters must be submitted as a PDF or image file like PNG or JPG. Electronic submissions are preferred.
 - Hard copies of posters can also be submitted in person to the Student Affairs office for approval. Please allow at least one business day for review and approval.
 - Posters must be kept to an 8.5x11 size with a vertical layout so there is room to display as many posters as possible in as many areas as possible.

Outdoor Postings

The goal of these guidelines is to preserve the view of the campus when utilizing outdoor advertising for events or special causes. Only Doane University offices or Recognized Student Organizations are allowed to post on campus.

- **Painting Windows**
 - A request to paint Perry Campus Center windows must be made through 25Live. Type in “windows” to see all available locations.
 - Each painted window must clearly identify the sponsor.
 - A base of white paint under all other colors is recommended to avoid staining.
 - It is the responsibility of the group to get paint only on the windows, not on the ground or furniture surrounding the area.
 - 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. Failure to do so may result in loss of window painting approvals for a period of time.
- **Sidewalk Chalking**
 - A request to chalk sidewalks must be submitted via email to events@doane.edu.
 - All Sidewalk Chalking must clearly identify the sponsor.
 - Sidewalk Chalking is only permitted on horizontal surfaces (sidewalks and paved areas). 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.
 - 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 is strictly prohibited.
- **Turf Painting**
 - A request to paint on turf must be made through Event Services by emailing events@doane.edu.
- **Large Banners and Signs**
 - Requests to hang large banners or signs must be made through Event Services by emailing events@doane.edu at least one week prior to the requested date.
 - 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 large banners and signs.
 - Event sponsors are responsible for removing all signage once their time has expired. Any remaining signs will be disposed of properly.
- **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 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.

Campus Email to All Students

- Requests for emails to be sent from the Student Affairs email to allcretestudents@doane.edu from Doane University offices or Recognized Student Organizations must be approved in advance by the Vice President of Student Affairs or designee.
- Requests for emails should be sent to studentaffairs@doane.edu and will be reviewed on a case by case basis but must include the following information:
 - Name of the event
 - Name of group sponsoring the event
 - Event location, date, and time for the event
 - Description of the event
 - Contact information, i.e., an email or phone number