

Student Engagement posting policy for ASUN Student Organizations & ASUN programs & services

Posting, distribution and exhibition of printed materials for Non-university Activities need to contact Scheduling Services Office, **Lawlor Events Center, Phone 784-6837/e-mail Scheduling@unr.edu

What to do if you are a recognized ASUN student group:

- 1. Go to the ASUN Center for Student Engagement Front Desk on the 3rd floor of the Joe Crowley Student Union with the publicity material**
- 2. If it meets specifications, the ASUN Center for Student Engagement Front Desk staff will provide a date & approval stamps for the material**
- 3. Group will stamp front of materials**
- 4. If you have questions or want your flyer approved before you print them email the poster to amyk@unr.edu**

What information must be on the flyer/poster before it will be stamped:

ASUN recognized student organizations are permitted to post flyers/posters on campus publicizing on and off-campus events, provided the materials include on the front of the flyer in type or print:

- Name of the sponsoring organization
- Date, time and the place of the event and Amount of admission charged (if any)
- Contact information with the phone number (e-mail if applicable)
- Poster needs to be free of spelling errors
- No poster will be approved that promotes unlawful activity, has false or misleading content, are fraudulent, dishonest or violates the laws of libel, privacy, copyright, trademark, trade names, patents or obscenity.
- Any materials that are printed in a language other than English must also include the English translation of the same item. (As required in the UNR Administrative manual, pg. 181-182.)
- Promotional materials may not make reference to the availability of alcoholic beverages at the activity, may not be directed to an underage audience, and may not display any alcoholic beverage signs, emblems or insignia. If you plan on having alcohol at your on campus event you **MUST** have approval from Associate Vice President for Student Life Office 784-1471.
- Promotional materials may not promote or use images of controlled substances or items that support the use of a controlled substances.
- Student groups that wish to use trademark logos (University "N", Wolf Pack Wolf logo, etc) from the University you must follow the logo usage guidelines found online at <http://www.unr.edu/marcom/university-identity/logos>

Where to post/guidelines:

- Postings are for the calendar month, all postings are removed at the end of each month.
- Printed materials may be posted only on designated interior Public View Bulletin Boards, one announcement to a board.
- Posting **may not** be affixed with staples.
- Flyers may not exceed 8 ½" x 11". Posters may not exceed 17" x 24".
- The information must be written in English, but may also be written in a language other than English.
- The name of the organization and a contact telephone number on whose behalf the announcement is posted must be on the announcement.
- Printed material **may not** be on, attached to, or written on any exterior structure or natural feature of the university facility such as the sides or doors of buildings, walls, windows, the surface of walk-ways, fountains, posts, monuments, trees, rocks, shrubbery, statues, trash receptacles, or the glass of the three-sided ASUN kiosks.
- Printed materials may be posted on the exterior designated bulletin boards.
- Printed materials **may not** be distributed directly onto vehicles in any campus parking lots.
- Printed materials **may not** be distributed in classrooms.

Posting may be limited if the demand exceeds the available space. Material posted over other material will be removed. Any posting exceeding 11"x 17" and/or more than one poster/flyer on each bulletin board is subject to removal at anytime due to space limitations.

Sanctions: Failure to comply with these **Guidelines** will result in the loss of the ability to post for up to one year. For the complete Policy on Posting, Distribution and Exhibition of Printed Materials, please see the Administrative Manual Section 5,305

Call Amy Koeckes at 784-6589 or Email amyk@unr.edu if you have questions

PUBLIC VIEW BULLETIN BOARDS

BUILDING/FLOOR	# of Boards		BUILDING/FLOOR	# of Boards
Joe Crowley Student Union (JCSU)(087)			Schulich Lecture Hall (SLH)(073)	
1st floor	1		Top	2
2nd floor	1			
3rd floor	1		Scrugham Engr/Mines (SEM)(056)	
			1st floor	1
Chemistry Building (CB)(071)			2nd floor	2
3rd	1		3rd floor	1
Edmund J. Cain Hall (EJCH)(081)			Mathewson IGT Knowledge Center (MIKC)(085)	
Top	1		1st floor	1
Bottom	2			
Fitzgerald Student Serv. Bldg. (FSSB)(082)			Please only post on boards marked "Public View"	
2nd floor	3		Last Updated June 2016	
Fleischmann Agriculture (FA)(031)				
1st	1			
2nd	1			
3rd	1			
Frandsen Humanities (FH) (042)				
1st floor	2			
Leifson Physics (LP)(074)				
1st floor	1			
Lombardi Recreation Cntr (LRC)(095)				
South Entrance	1			
Mack Social Science (MSS)(072)				
1st floor	1			
2nd floor	1			
Mackay Science (MS)(036)				
2nd floor	5			
Orvis Building (OB)(033)				
Upstairs	1			
Downstairs	1			

Palmer Engineering (PE)(050)				
1st floor	2			
Sarah Fleischmann Building (SFB)(030)				
1st floor	1			
2nd floor	1			

OTHER WAYS TO POST FLYERS/ADS

Outdoor blue information kiosks:

Maintained by Inkblot as a part of ASUN. Please leave 5 posters, no larger than 11x 17 at the ASUN/Student Activities Desk on the 3rd floor of the Joe Crowley Student Union. These are posted every Friday and can only be on- campus events.

ASUN information monitors

ASUN has TV Monitors around campus that can used to get the word out about your clubs on campus event. If you are a recognized ASUN club it is FREE for you!

Criteria for monitor ads from clubs & orgs

The monitors are for on campus student and department events. Priority of ASUN screen ads is as follows:

1. ASUN Event (Programming, Senate, etc)
2. ASUN Program or Service (Legal Services, Campus Escort, Wolf Pack Radio, etc)
3. ASUN Club event co sponsored by ASUN
4. ASUN Recognized Club event that takes place on campus
5. University Department event on campus

- [Download the design template \(Power Point\) to design your own TV ad](#)
- [TV AD Work Order](#)

TV AD posting guidelines

- Student events have to be on-campus property and be approved by the Student Events Advisory Board (SEAB)
- Ad needs to be free of spelling errors
- No ad will be placed that promotes unlawful activity, has false or misleading content, are fraudulent, dishonest or violates the laws of libel, privacy, copyright, trademark, trade names, patents or obscenity.
- Promotional materials may not make reference to the availability of alcoholic beverages at the activity, may not be directed to an underage audience, and may not display any alcoholic beverage signs, emblems or insignia. If you plan on having alcohol at your on campus event you MUST have approval from Associate Vice President for Student Life Office 784-1471.
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Must have all event information:

- Name of Event
- Date of Event
- Location of Event
- Start Time of Event & End Time of Event (a.m/p.m.)

- Admission Charged
- Co-Sponsor Names
- Contact email or phone # for more event information

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