

Augustana University Poster Policy

Updated June 2025

To support promotion of campus events and resources, Student Engagement has established the following poster and flyer distribution guidelines:

General Guidelines

- **Designated Posting Areas Only:**

Posters may only be displayed on approved bulletin boards across campus. Posting on walls, doors, windows, light poles, trees, vehicles or any non-designated areas is prohibited and may result in removal.

- Posters must be approved and stamped at the Student Affairs Office.

- **Size Limit:**

Posters must not exceed 11" x 17".

- **Content Requirements:**

All posters must align with Augustana University's values, mission and Code of Student Conduct. No content promoting alcohol, drugs, discrimination or violations of campus policy is allowed.

The following information should be included on the poster:

- Name of event, brief description if necessary
 - Sponsors: be sure YOUR club name is listed somewhere
 - Date, time and location of event
 - Contact information for questions (phone, email, website, etc.).
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For Registered Student Organizations (RSOs)

- Only RSOs registered for the current academic year may use the poster distribution service.
- Organizations must provide their own printed posters. Student Affairs does not cover printing costs.
- Submit **up to 60 copies** of your 11" x 17" or smaller posters to Student Affairs for campus-wide distribution (academic buildings and residence halls).

- Posters must be submitted at least **one week before your event** (by **Friday at 5 p.m.** for the following week's distribution). There will be a designated day that the posters will be distributed.
 - Frozen or inactive RSOs and campus departments are not eligible for this service.
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Starting a New Student Organization

- Students interested in starting or restarting a student group (but who haven't yet met the membership minimum) may submit a flyer for **1-time promotion per academic year**.
 - Flyers must be student-created and approved by Student Engagement prior to posting.
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External Posters (Non-Augustana Affiliated)

- Outside businesses, organizations or individuals **may not post freely** across campus.
 - One designated public bulletin board is available for external advertisements. This board is located in the Morrison Commons near Chick-fil-A.
 - Student Engagement reserves the right to remove any inappropriate advertisements.
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Enforcement

Improperly posted materials will be removed. Repeat violations may result in loss of posting privileges for the organization or individual.

Digital Advertisements on Augustana TVs

- Content must follow the same policies as printed posters.
- This service is open to RSOs and campus departments.
- Graphics should be submitted as:
 - preferred file format (jpeg or png)
 - Recommended size: 1920x1080 pixels
 - If the graphic is not the correct format, it will not be posted on the TVs.
 - Landscape orientation
- Email the graphic to studentaffairs@augie.edu at least one week in advance.

Questions?

Contact Student Engagement at student.engagement@augie.edu or visit the Student Affairs Suite.