POSTER PROCEDURE

Procedure name | Poster Procedure
Applicability | All staff, students, clubs and visitors
Contact person | Director, Facilities Management
Date of approval | 16 April 2007
Date last amended | 26 February 2014
Date of next review | 26 February 2017
Related policies

1. Overview
The purpose of this Procedure is to provide guidelines to staff, students, clubs and visitors, regarding the display of posters on campus.

2. Definitions
Poster | A flyer, banner, or other material intended to communicate information to the University community
Digital signage system | A digital representation of multimedia content and messages displayed on an LCD or plasma screen.

3. The Procedure
3.1. Poster Etiquette
- Posters should contain the following information about the advertised event:
  - Title;
  - Description;
  - Date;
  - Venue;
  - Price;
  - Poster expiration calendar date (mandatory)
- Posters should not contain information that may be considered vulgar or defamatory. For further guidance, contact the Bond University Student Association Publications Director;
- Posters are preferred in electronic format, enabling the poster to be displayed via the digital signage system;
- Avoid placing posters over existing posters;
- Remove expired posters.

3.2. Promotion of Events Serving Alcohol
Events serving alcohol must:
  - Display an 18+ Identification Required label;
  - State that “Bond University supports the responsible consumption of alcohol”.
3.3. Location of Posters

- Posters should be displayed:

<table>
<thead>
<tr>
<th>Location</th>
<th>For use by</th>
<th>Attach with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass panels on main entrances to buildings; exception is the Chancellery entrance and Accommodation Centre Entrance. Posters allowed on all glass panels in Brasserie except entrances and exits. (All posters to be removed during graduation week.)</td>
<td>Staff, students, clubs and official visitors</td>
<td>Blu-tack, removable tape</td>
</tr>
<tr>
<td>Open notice boards and pin boards</td>
<td>Staff, students, clubs and official visitors</td>
<td>Thumb-tacks</td>
</tr>
<tr>
<td>Closed notice boards</td>
<td>Clubs only (clubs to provide posters to BUSA Publications Director)</td>
<td></td>
</tr>
</tbody>
</table>

- Posters are not to be displayed:
  - On doors;
  - On sandstone surfaces;
  - On painted surfaces;
  - On glass surfaces (excluding glass panels next to opening doors);
  - On internal walls;
  - On the bridge.

3.4. Regulations and Penalties

- Posters not complying with these guidelines will be immediately removed by BU Student Association members or staff;
- The University reserves the right to remove posters;
- Clubs responsible for offending posters may be fined $5 per poster in subsequent Activities Fees allocations;
- Where posters damage surfaces, individuals will pay to rectify damage;
- Disciplinary action may be taken against individual students.

4. Related Guidelines and Forms