



## POSTER PROCEDURE

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

### 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

|                               |                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Poster</b>                 | A flyer, banner, or other material intended to communicate information to the University community |
| <b>Digital signage system</b> | 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:

| Location                                                                                                                                                                                                                                               | For use by                                                             | Attach with              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|
| 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.) | Staff, students, clubs and official visitors                           | Blu-tack, removable tape |
| Open notice boards and pin boards                                                                                                                                                                                                                      | Staff, students, clubs and official visitors                           | Thumb-tacks              |
| Closed notice boards                                                                                                                                                                                                                                   | Clubs only<br>(clubs to provide posters to BUSA Publications Director) |                          |

- 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