

 BOND UNIVERSITY	POSTER PROCEDURE
Procedure Owner	Director, Facilities Management
Contact person	Director, Facilities Management
Approval authority	Director, Facilities Management
Date of next review	1 st June 2027

1. PURPOSE AND OBJECTIVES

The purpose of this Procedure is to provide guidelines to staff, students and student clubs, regarding the display of [Posters](#) on campus. It should be noted that noticeboards are provided primarily for the use of Students and Student Clubs. Should it occur that the noticeboards reach capacity, then Student related materials will prevail.

2. AUDIENCE AND APPLICABILITY

All staff, students and student clubs

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Director, Facilities Management	Monitor compliance with this Procedure

4. THE PROCEDURE

4.1. Poster Etiquette

- Posters must contain the following information about the advertised event:
 - Title
 - Description
 - Date
 - Venue
 - Price
 - Poster expiration calendar date (mandatory).
- Posters must not contain information that may be considered vulgar, discriminatory or defamatory. For further guidance, contact the Bond University Student Association (BUSA) Publications Director (<https://bond.edu.au/current-students/campus-life/busa/our-team>);
- Posters are preferred in electronic format, enabling the poster to be displayed via the [Digital Signage System](#).
- Do not place posters over existing posters.
- Installing individual or club is responsible for removal of expired posters.

4.2. 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*”.

4.3. Location of Posters (see mazemap links within below)

- Posters should be displayed only on the:

Location	For use by	Attach with
3 x Glass panels noticeboards located on the external walls of The Office of Future Students (level 1 of building 6 facing the lake and Lakeside) https://link.mazemap.com/4LsVDf2a	Staff, students and student clubs	Blu-tack

Open noticeboard located on level 2 MLC https://link.mazemap.com/oqe0nBsa	Staff, students and student clubs	Thumbtacks
Closed noticeboards	All enquiries via Campus Life (clubs to provide posters to BUSA Publications Director for onforwarding to Campus Life)	Blu tack on impervious surfaces and Thumbtacks on pinboard surfaces

- Posters are not to be displayed:
 - On doors
 - On sandstone surfaces
 - On painted surfaces
 - On glass surfaces (excluding the 3 glass panels noted above)
 - On internal walls
 - On the bridges or,
 - Any other surfaces or locations on campus

4.4. Regulations and Penalties

- Posters not complying with these guidelines will be immediately removed by BUSA 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, the installing individuals will levy costs of remediation.
- Disciplinary action may be taken against individual students.

5. DEFINITIONS, TERMS, ACRONYMS

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 internal digital screen.

6. RELATED DOCUMENTS

[Campus Management Policy \(FAC 8.3.4\)](#)

[Digital Signage Procedure](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
June 2024	all	Director, FM	V2: 3-year cycle review
26 February 2014			
16.April 2007			Date first approved