

STUDENT CENTER ATRIUM POSTER BOARD DISPLAY Policy/Request

Temple University student organizations, departments, and offices are eligible to display promotional or informational posters in the Student Center Atrium. There are a total of 12 display locations on 6 easels (6 upper, 6 lower) which may be requested via the Information Desk.

Before poster is produced:

- Content must be approved and event information verified. Submit a hard copy of poster design to the Graphics Media Center for **approval**, located in Student Center North Lower Level.

Content Approved

Declined

_____ GMC Signature/Initials

_____ Date

- Posters must be produced by the Graphics Media Center unless **WAIVER** is granted. All other posters must fulfill guidelines as outlined below.

GMC to Produce

GMC Production Waiver

_____ GMC Signature/Initials

_____ Date

- After content approval*, submit this form along with the hard copy of poster design to the Student Center Information Desk for **tentative scheduling**. Forms without hard copy will not be accepted. **The Information Desk will not specify a designated space for poster board placement.**

Space Available

Declined

_____ Information Signature/Initials

_____ Date

Organization/Department Name

Board Description

Requests for space are completed on a first come/first served basis and no space is guaranteed.

After poster is produced:

The poster must be brought to the Information Desk for final approval and posting schedule. Boards should be produced in a timely fashion to improve chances for display. If the poster does not follow this policy, it will not be displayed until revisions are made.

Poster guidelines:

- Only one poster per event may be displayed.
 - Posters must be on a foam/corrugated board no larger than 30" x 40".
 - The name of the sponsoring organization, date, and venue must be clearly stated on the poster. No posters will be displayed using the words **SAC** or **Student Activity Center**.
 - Advertising of alcohol and/or tobacco products is prohibited.
 - Posters making references to the consumption of alcohol and those with sexually or other explicit are prohibited.
- All posters may be displayed for up to **two weeks**. Posters will be removed from the Atrium after the reservation end date and the organization/department will have **3 business days** to claim it before it is discarded.
 - Student Center Operations is not responsible for moved, lost, stolen or discarded posters. Only posters that are moved, lost, stolen or damaged by HGSC staff may be reproduced at no cost to the student organization, school/college or department.
 - Only Temple students, staff and faculty may utilize the Atrium posting process.

Internal Use Only

Board Location _____

Date to Be Posted _____

Date to Be Removed _____

Info Desk Signature/Initials _____