



2010-2011 Guidelines for Posting Materials at Cascadia

PRIOR APPROVAL REQUIRED

You need to have **each** flyer, poster etc., stamped "APPROVED" at the Information Desk on Level 1 of the Cascadia Building (CC1) before you post it. Unapproved, out-of-date, or inappropriate materials may be taken down without notice.

For approval, your materials need to:

1. Clearly identify the sponsoring group or organization.
2. Look professional in design and appearance.
3. Contain the college non-discrimination statement
4. Not contain discriminatory or defamatory language or make inaccurate claims.

QUANTITY AND DURATION RECOMMENDATIONS

1. For Cascadia events or activities, 6 flyers per floor (42) and 1 large poster per floor (7).
2. For events or activities sponsored by non-Cascadia groups, 1 flyer on each of the Community Events bulletin boards.
3. You should post flyers no more than 3-4 weeks prior to the date of the event or activity.
4. You should remove flyers within 1 week after the event or activity is over.

POSTING ON BULLETIN BOARDS

You will find bulletin boards in several locations around Cascadia, clearly identified for a variety of topics, like Community Events, Housing, Items for Sale, Student Government/Clubs & Organizations, and Transportation.

1. You should place only one flyer for each event or activity on each board.
2. You may use push pins **only** on bulletin boards.

POSTING ON WALLS, COLUMNS, WINDOWS, AND OTHER SURFACES

1. You may use **only blue painter's tape** to hang materials on surfaces other than bulletin boards. Small loops of blue painter's tape should be used **on the back** of posters and flyers.
2. Only building hours, campus maps, and official college notices may be posted in windows.
3. You may not post materials on the Information Desk.
4. In CC3/GLA, you may not post flyers on painted or wood surfaces.

A-BOARDS AND OTHER FREE-STANDING SIGNS

Faculty, staff, and students may borrow A-board signs for temporary use from CAB, Communications and Marketing, or the President's Office.

HEALTH AND SAFETY REQUIREMENTS

You may not post flyers, posters, or other materials in these locations:

1. Inside elevators or on or near the outside of elevator doors.
2. On fire doors, fire extinguisher cabinets, or other safety apparatus.
3. In restrooms or on restroom doors (with the exception of TP Times).
4. Anywhere that blocks or compromises official safety and security signage, including campus maps, directional information, or office or classroom signs.