

# 2011-2012 Guidelines for Posting Materials at Cascadia

#### FOR APPROVAL:

- Strive for a professional look in design and appearance.
- ☐ Clearly identify the sponsoring class project, group, or organization with contact information.
- □ Avoid discriminatory or defamatory language or inaccurate claims. *These materials will be removed.*
- Use the appropriate college non-discrimination statement (go to <a href="https://www.cascadia.edu">www.cascadia.edu</a>).
- o Larger than 11"x17" ...... 1 (total of 7)
- o Items/Services for Sale, Housing, and Transportation notices are limited to a single flyer (total of 2, 8.5"x14" and under) on the identified boards:
  - Transportation CC1-101 and CC3-101
  - Items/Services for Sale CC1-243 and CC3-101 (books, cars, tutoring, etc.)
  - Housing CC1-311 and CC3-101 (roommates, homes, local apartments, etc.)

WHEN IN DOUBT, CONTACT COLLEGE RELATIONS

#### **BEFORE POSTING:**

- □ Take all materials to the Information Desk on CC1-Level 1 for the "APPROVED Until [mm/dd/yy]" stamp. *Materials without the* "APPROVED" stamp may be removed by anyone.
  - o Event materials will be approved until the day after the event.
  - Non-event materials (club info, etc.) will be approved until the last day of the academic quarter.
  - Once the approval date has passed, anyone may remove the materials.
- □ Borrow a roll of Blue Painter's Tape from the Information Desk or College Relations Office (CC2-281E).

#### **POSTING:**

- □ **When?** Start posting 3-4 weeks prior to the event date. *Materials without an approval date can be removed by anyone.*
- - O Stairwell landings ...... X
  - A-Boards can be checked out for temporary use from CAB,
    College Relations, and/or the President's Office.

## $\square$ How?

- Use the blue painter's tape in **small loops on the back** of posters and flyers when posting on the concrete.
- Use the push pins that are provided when posting on the bulletin boards.



# 2011-2012 Guidelines for Posting Materials at Cascadia

## WHERE NOT TO POST FLYERS:





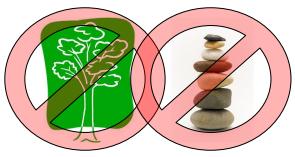












Anywhere that blocks or compromises official safety and security signage, including campus maps, directional information, or office or classroom signs.