

# Publicity & Communication Information

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## Student Union Flyer/Poster Guidelines

- **SUMC & PSU Bulletin Board Posting Policies:**
  - o Only posters/flyers promoting a specific function or event are allowed to be posted in the SUMC Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department, or organization may forfeit its posting privileges and be held responsible for any damage incurred upon removal.
  - o All posters/flyers must be approved at the SUMC or PSU Information Desk. Posters/Flyers will be stamped, dated and hung by the Information Staff.
  - o All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster. No outside vendors or agencies may post flyers or posters on these bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions.
  - o Posters/flyers advertising alcohol related events are not allowed and will not be approved.
  - o Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted regardless of sponsorship.
- **Spaces:** Posters/flyers can only be posted on the "approved" boards within the Unions. There are 8 boards located in the Student Union Memorial Center. Only one poster/flyer per event will be allowed on each board. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
- **Schedule:** Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event (whichever comes first). Posters/flyers will be displayed on a first come first serve basis.
- **Size:** Recommended flyer/poster sizes are 8 1/2" x 11", and should not to exceed 11" x 17." Fast Copy, located on the main floor of the SUMC, provides competitively priced photocopy, custom graphic design and digital printing services of posters and flyers. For questions call 520-621-5306.

For more information, visit the SUMC Information Desk, 621-7755.

### **SUMC Banner Posting Policy:**

- Only banners promoting a specific function or event are allowed to be posted at the Student Union Memorial Center banner spaces.
- All banners must be approved at the Student Union Memorial Center (SUMC) Event Planning Office prior to being displayed. Banners will be hung by Arizona Student Unions staff only.
- All Banners must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the banner. No outside vendors or agencies may utilize banner spaces unless they have scheduled the use of

facilities in the Arizona Student Unions.

- Banners can only be displayed on the approved banner spaces in the SUMC. There are 8 exterior spaces and 4 interior spaces. Up to two (2) banners per event will be hung depending upon availability of space. Any banners hung outside of the approved spaces will be removed and the club, organization or department may forfeit its posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized banners.

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- **Exterior Spaces:**
  - o There are 8 exterior banner spaces located on the 3rd floor of the SUMC.
    - 3 spaces on the North Bridge facing north.
    - 3 spaces on the North Bridge facing south.
    - 2 spaces on the South Bridge facing south.
  - o Cost: \$50 per banner for one (1) week.
- **Interior Spaces:** There are 4 interior banner spaces located in the Wilbur's Underground area of the SUMC. Cost: free for recognized student clubs and organizations.
- **Schedule:**
  - o Banners will be hung and removed on Mondays; banners must be in by 9am in order to be hung for the week.
  - o Banners may remain on the spaces for one (1) week or the day after the event, whichever comes first. Banners are displayed on a first come first serve basis.
- **Banner Size:** *All banners must be 3' x 8' vinyl banners with grommets every 2 feet.*

Banners can be purchased from Fast Design, located on the main floor of the SUMC. Fast Design offers competitively priced graphic design services of paper and vinyl banner printing. Call 520-621-5305 for more information.
- For more information, visit the Event Planning Office, SUMC 348, 621-1414.

**Old Main Banner Posting Policy:** Permission must be obtained through the Dean of Students Office, 2nd floor Old Main, 621-7057.

**Hanging a banner between the palm trees** west of the stage on the Mall: Permission must be obtained through Mall Event Scheduling in the SUMC, 626-2630. Only one banner may appear at any one time. Space between the palm trees is 23'.

Facilities Management, 621-3610, can hang banners for a fee, contact them at least 3 days in advance of the hanging date.

Banners must be in good taste, clean, neat, have correct grammar, and contain no commercial comment other than a small endorsement or acknowledgment. No pro-alcohol, partying, or sexual messages will be permitted. Groups displaying banners must be recognized campus organizations or departments. No banners may be attached to university buildings without permission from the building monitor. For the name of your building monitor contact Facilities Management, 621-3271.

## Residence Hall Posters/Flyer Guidelines

Only posters/flyers/brochures/etc. that are pre-approved by the Residential Education unit are allowed to be posted within or placed on lobby tables of the Residence Halls. Please contact Virginia Jacobson, Assistant for Residential

Education, at (520) 621-4638 or [jacobson@email.arizona.edu](mailto:jacobson@email.arizona.edu) to make arrangements for approval. The Residential Education unit has developed the following guidelines to help guide you through the process.

**Before you make copies of your posters/flyers you must follow all guidelines listed below:**

1. All posters/flyers must be pre-approved by the Residential Education unit before distribution to the Residence Halls. The Residential Education requires an advance copy (either paper or via email) of the poster/flyer that is proposed to be distributed to the halls. However, we realize that this is not always possible, and ask that you contact us in those situations.
2. You may send an electronic copy for approval. Send it to [Jacobson@email.arizona.edu](mailto:Jacobson@email.arizona.edu).

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3. Once approved, **you must sort and bundle, (use paperclips or rubber bands) materials separately for each hall. For 1 per wing/floor, you must label each hall with sticky note.** (There are 22 residence halls. See Approval/Distribution form individual quantities.)
4. Posters/flyers may NOT be delivered directly to any residence hall without special permission. They must ALWAYS be delivered to Virginia Jacobson in the Residential Education Office, the 2<sup>nd</sup> floor of El Portal, for delivery by the Residence Life Courier.
5. The recommended size for posters is 8 ½" x 11", and items should not to exceed 11" x 17". Tri-fold brochures/flyers, half-sheet flyers and quarter sheet flyers are also acceptable for placement on the lobby tables or front desk. Larger posters (i.e., Athletics Posters, UA Recreation Center, etc.) will require special consideration. Residence Life does not allow mailbox stuffings, door hangers or sliding materials under resident doors.
6. Posters/flyers with a specific target date for an event must be approved by the Residential Education Office 2-3 weeks in advance. They must be delivered to El Portal at least 10 business days prior to event to ensure timely delivery and posting in the residence halls.
7. Posters/flyers may remain in the halls for up to thirty (30) days or the day after the event, whichever comes first. Future postings must be re-submitted for approval.
8. Items that will be rejected: advertising alcohol or drug related events; drug use/paraphernalia; posters/flyers of a graphic sexual nature; individual fraternity/sorority events/programs that are not educational or philanthropic; display racks.
9. Non-UA educational institutions are allowed 2 flyers per hall to post on lobby boards, or stacks of 25 each on lobby tables, for philanthropic or education based events/programs per approval.
10. Posters/flyers for Greek Life Rush may be approved if they are generic in nature.
11. Posters for student elections (ASUA, Senate, etc.) will be approved if they are generic in nature. Campaign posters for individual candidates - 2 per hall are allowed in designated election boards in lobby/common area only.
12. Illegal posting may result in posting privileges being banned.

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## Listservs for Student Clubs/Organizations

A listserv is a means of communicating with a group of people via email without the need to type in all their addresses each time. As President you are encouraged to create an interactive listserv so that members may hold discussions as well as get up-to-date information about up-coming meetings.

Log on to the University web site for listservs: <http://listserv.arizona.edu/>

**LEADUA – President’s Listserv**, An electronic information source for student club/organization presidents at the University of Arizona.

The purpose of the listserv is to inform student club/organization presidents about UA Policy changes, campus involvement opportunities and department-sponsored events open to all students on campus. Presidents are responsible for all policy changes posted to the listserv. All messages are posted through ASUA. Posting of organizational events is done at the sole discretion of the Executive Vice President and ASUA.

Presidents are automatically added to the listserv as a requirement for recognition. If the President chooses not to be on the listserv he/she must submit a “Change of Officer/Advisor form” at: <https://orgsync.com/forms/show/16612> -with the new or alternative president’s information, or the club/organization’s recognition will be revoked.

## Student Club/Organization Web Pages

If your club/organization is interested in obtaining a web site account from ASUA, please contact ASUA at 626-7915 or at: [ksleiman@email.arizona.edu](mailto:ksleiman@email.arizona.edu). Below is a checklist of items that the University recommends student clubs/organizations include in their home page:

- Club/Organization, University name, and the year established.
- Club/Organization mission: What does the club/organization do? What is the club/organization’s purpose?
- Organization goals: How does the club/organization accomplish its purpose? What are the organization’s activities?
- Officers & advisor contacts
- Membership information: How does a UA student become involved in this club/organization?
- Scheduled meetings: Include the date, time, and location of meetings.
- Scheduled events and activities.

Web pages must adhere to The University of Arizona Copyright and Intellectual Property Rights, terms and conditions of software licensing agreements, and all applicable copyright and intellectual property laws. For further clarification please

visit: <http://www.arizona.edu/home/privacy-copyright.php> or contact Dan Lee at 621-6433, [leed@u.arizona.edu](mailto:leed@u.arizona.edu).

To help you learn how to create an interesting, creative home page, OSCR offers free workshops to members of the University community. For more information please visit: <http://www.oscr.arizona.edu>

Clubs GA 4/2/10 4:59 PM

**Comment:** Need to insert a link to agreement

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## **UA Recognized Student Club/Organization Web Page Complaint Procedure**

The purpose of this complaint procedure is to provide members of the University community at the University of Arizona (UA) with an opportunity to make complaints about UA recognized student club/organization home pages connected to UA Info.

The scope of this procedure is strictly limited to web page matters involving officially recognized student organizations at the UA that are provided by ASUA.

*Complaint Process:* A written complaint must be filed with ASUA. The complaint must include the following information:

- Nature of concern regarding the web page.
- Name of UA student club/organization involved in the complaint.
- Address of web page involved in the complaint.
- Name, address, and phone number of individual filing the complaint.

Upon receipt of a complaint, the Club & Organization Standards Board will review the complaint. The council investigation may include review of the written complaint, review of the web page(s) in question, and meetings with individuals. The council will follow outlined hearing procedures as stated in this handbook.

If a complaint involves allegations of discrimination or harassment on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam era veteran status, the Club & Organization Standards Board will refer the matter to the Affirmative Action Office.

## **Trademarks and Logo Use Approval**

The University of Arizona monitors and controls all uses of its names, nicknames, and logos. Before making any use of these TRADEMARKS you must secure authorization from the Office of Trademarks and Licensing, McKale Memorial Center room 246. Items produced for resale or with commercial endorsements may require a royalty or promotional fee.

**For further information, contact: Trademarks & Licensing  
520-621-3547 • Fax# 520-626-LOGO (5646) • [www.licensing.arizona.edu](http://www.licensing.arizona.edu)**

The University requires all campus organizations, clubs, departments, and colleges to use officially licensed vendors for apparel, printing, and all other materials. Requests that include any unauthorized use of other copyrights or trademarks cannot be approved. Lists of Officially Licensed Vendors and Art Approval forms are available on our website, [www.licensing.arizona.edu](http://www.licensing.arizona.edu). For questions, call 626-3077.