

Mount Mary University
Office of Student Engagement

Posting and Advertising Policies

Flyers

All flyers must be approved and stamped by the Office of Student Engagement (CH 142) prior to posting. Flyers will be examined to ensure the content is appropriate, relevant to the Mount Mary community, and are supporting a recognized student organization or campus office/department.

A maximum of 5 fliers will be posted on campus. An additional 8 fliers can be posted in the residence halls, at the discretion of the Director of Residence Life. All postings will be removed after 30 days, unless an exemption has been granted from Student Engagement. Please see the next page for a list of bulletin board locations and descriptions.

Please bring flyers 72 hours in advance of the desired posting date.

Posters

Student Engagement is able to produce large size posters for recognized student organizations and campus offices/departments. These posters are approximately 24 inches by 34 inches in size. The cost of printing a poster is \$4.00 each and must be billed to an internal budget number. A limit of two posters may be posted at any given time.

To request a poster, please fill out this form: <http://www.jotform.us/form/51976633220152>.

All postings will be removed after 30 days, unless an exemption has been granted from Student Affairs.

Table Tents

If you would like to use table tents for advertising efforts, please bring them to Student Engagement for approval and placement. Areas where table tents are permitted include the Library Café, Cyber Café, Parkway Place, and Alumnae Dining Hall.

Please know that Alumnae Dining Hall is often used for weekend events. Table tents are often removed for those events and may not be placed back out following the event.

Chalking

Any group interested in using sidewalk chalk to advertise events or activities must first contact Student Engagement for approval. No chalk may be used on buildings, and all chalking areas must be exposed to the elements. (Under the Arches would not be permitted as rain could not wash away the chalk.) Groups must provide their own chalk.

MMU Announcements

Submissions to the MMU Announcements can be made by emailing your message to mmu-announce@mtmary.edu at least one day ahead of your intended delivery date. See MyMountMary for more information.

Bulletin Board Descriptions and Locations

Board Location	Building	Description
In Parkway Grill (Two Boards)	Bergstrom Hall Lower Level	Public Art Space (Managed by Art Department)
Outside Parkway Grill	Bergstrom Hall Lower Level	Student Information and Events (Managed by Student Affairs)
Tunnel between CH and NDH	Caroline Hall Lower Level	Student Information and Events (Managed by Student Affairs)
Lower Level of NDH	Notre Dame Hall 1 st Floor	SSND Events and Information (Managed by Spirituality Office)
Commuter Lounge	Gerhardinger Center 1 st Floor	Student Information and Events (Managed by Student Affairs)
By Financial Aid Office	Notre Dame Hall 1 st Floor	Student Information and Events (Managed by Student Affairs)
By Financial Aid Office	Notre Dame Hall 1 st Floor	Student Financial Aid (Managed by Financial Aid)
By Student Mailboxes	Bergstrom Hall Lower Level	Residence Life Information (Managed by Residence Life)
Outside Office CH 155	Caroline Hall 1 st Floor	Residence Life Information (Managed by Residence Life)
Outside Office CH 148	Caroline Hall 1 st Floor	Student Engagement Board (Managed by Student Engagement)
Outside Office CH 148	Caroline Hall 1 st Floor	Student Information and Events (Managed by Student Affairs)
Outside Office CH 151	Caroline Hall 1 st Floor	Grace Scholars Information and Upcoming Events (Managed by Grace Scholars)
Outside Office CH 147	Caroline Hall 1 st Floor	Student Information and Events (Managed by Student Affairs)
Outside Office CH 157	Caroline Hall 1 st Floor	Caroline and Midtown Scholars Information and Upcoming Events (Managed by Grace/Caroline Scholars)
Outside Office CH 154	Caroline Hall 1 st Floor	Campus Ministry Information and Upcoming Events (Managed by Campus Ministry)
Outside Office CH 153	Caroline Hall 1 st Floor	Athletics Information and Upcoming Events (Managed by Athletics Department)
Outside Office CH 152	Caroline Hall 1 st Floor	SSND Mission Information and Upcoming Events (Managed by VP of Mission & Identity)