



## Bulletin Board Policy

In order to provide a better framework to advertise events on campus and to keep bulletin boards timely, uncluttered, and relevant to campus, educational, museum and students events, the following criteria provides explicit direction for the approval and distribution of flyers and posters.

Written material (posters, signs, flyers, handouts, brochures, pamphlets, etc.) may be posted on any bulletin board in or outside IAIA buildings as designated for such use by the Dean of Students. The following guidelines apply to what may be posted on the IAIA campus:

- Only flyers announcing programs/events sponsored by recognized campus organizations and IAIA departments will be authorized.
- Generally, flyers shall be displayed on bulletin boards for no longer than one month prior to the event. **It is the responsibility of the advertiser to remove all flyers within 3 days following the event.**
- Flyers must be approved and date-stamped by the Student Life offices. Flyers without a date stamp will be removed.
- Organizations may post only one event flyer per location.
- **Sponsorship on the flyer must be explicit. e.g., "Sponsored by (name of group/department)."**
- Flyers shall be posted only on delineated bulletin boards. Flyers placed on any other surface (windows, walls, and doors) will be removed. Authorized bulletin board locations are:
  - ✚ Two (2) kiosks in the academic building by the main entrance to the plaza.
  - ✚ One (1) at the plaza entrance door to the library.
  - ✚ One (1) in the recreation room in Student Life
  - ✚ Seven (7) in the residence center.
  - ✚ One (1) in the Facilities Building near the main entrance.
  - ✚ One (1) in the CLE the left of the cafeteria.
  - ✚ One (1) in the Family Housing laundry room.

### To post flyers on the IAIA Campus:

Email a PDF of the flyer to [diana.ellenwood@iaia.edu](mailto:diana.ellenwood@iaia.edu) (Student Services Coordinator) or [nanaya@iaia.edu](mailto:nanaya@iaia.edu) (Dean of Students), they will approve, date, and email it back for you to print. If copies are needed, request them in the email from the Student Services Coordinator and copies can be made for you to post after approved. If flyers have been printed, bring no more than 15 copies of the flyer or poster to the Student Services Coordinator to approve for the Dean of Students, and the initiator will post the flyers.

The Museum Department has 2 bulletin boards which are specifically for Museum information. They are located:

- across from the cafeteria doors
- In the main hallway of the Science and Technology Building.

*Any questions, contact IAIA Dean of Students or Student Services Coordinator at the above email addresses.*