



Posting and Publicity

Students are responsible for knowing the following:

Posters, banners, flyers, and other promotional, electronic, advertising or educational materials must be posted in accordance with the following guidelines. Failure to meet these guidelines may result in the immediate removal of the publicity without notice. Continued failure to meet these guidelines may result in limited publicity privileges.

Approval

An event must be registered with Master Calendar before public posting of the event may occur.

Postings located in:

- the Johnson Student Center Quad, Samuelson Pavilion, Johnson Student Center, and Rose Hills Plaza must be stamped through the office of [Student Leadership, Involvement & Community Engagement \(SLICE\) \(/student-life/involvement\)](#).
- the residence halls must be stamped through the [Office of Residential Education and Housing Services \(/student-life/rehs\)](#).
- all other administrative or academic buildings must be approved through the administrative or academic department who have authority within that facility.

Approval of publicity is not reflective of an endorsement of the event or message by the College.

The following policies refer to posting banners, posters, chalkings and flyers anywhere on campus, including electronic media. Questions about these policies should be directed to [SLICE \(/student-life/involvement\)](#).

1. All promotional materials must clearly identify the sponsoring entity.
2. Posting for events is prohibited until the event is registered with Master Calendar.
3. With the exception of alcohol education programs, materials may not promote alcohol as the focus of the event.
4. Banners (materials greater than 12"x18" in size) and flyers (materials equal or less than 12"x18" in

Publicity in Residence Halls

Please refer to the [Residential Education and Housing Services Promotion and Advertising Guidelines \(/student-handbook/res-ed-housing-policies/promotion-advertising-guidelines\)](#) in the Student Handbook.

Distribution and Posting in Campus Dining Facilities

Please see [Campus Dining Policies \(/campus-dining/marketplace\)](#).

Distribution of Printed Material on Campus

1. Distribution of handbills or commercial publicity by or for off-campus parties is prohibited without prior approval from [SLICE \(/student-life/involvement\)](#).
2. Distribution of handbills may occur in the JSC or Academic quads only.
3. Persons distributing the materials may not impede access to any building.
4. Individuals may not be forced, coerced or otherwise pressured to accept materials.
5. Solicitations or donation requests are prohibited. See [Vendor Solicitation and Canvassing on Campus guidelines \(/student-handbook/general-college-policies/vendor-solicitation-and-canvassing-campus\)](#).

Contact Student Affairs about the Handbook

Kerri Miller

Executive Assistant to the Vice President for Student Affairs and Dean of Students

kmiller2@oxy.edu

Phone: [\(323\) 259-2661](tel:(323)259-2661)