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**MGA**

# Middle Georgia State University Policy Manual

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## **4.1.6.25 posting and Publicity**

All publicity and promotional material for on- and off-campus events and activities, including but not limited to, posters, notices, and banners must be approved by the following offices:

Macon Campus - Offices of Student Life or Recreation & Wellness

Cochran Campus – Office of Student Life or Recreation & Wellness

Dublin Campus – Office of Student Services

Eastman Campus – Office of Student Services

Warner Robins Campus - Office of Student Life

Material must carry the office's approved stamp before being posted. All publicity and promotional material should be presented to the appropriate office for approval at least two weeks in advance and must carry the name of the sponsoring organization or individual responsible for the event or activity, as well as the date(s), time(s), location(s), and contact information, either phone number or email address. Signs and flyers should not contain lewd or offensive words, symbols, or pictures. All approved materials must be posted in approved locations and removed after the event is over. A listing of approved locations is available. Any material posted in unapproved locations (i.e. glass doorways, painted or wooden surfaces), not bearing the approved stamp, or otherwise not in compliance with these regulations will be removed.

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