

[Home](#) / [Resources](#) / [Policies](#) / Posting & Advertising Policy

# Posting & Advertising Policy

**Please note:** All posting approvals must be submitted [online](#) or in person at Campus Services, located in the Lavin-Bernick Center (LBC), Suite 107.

The requirements listed in this policy are for general posting areas on the uptown campus of Tulane University and are not intended to supplant policies for individual buildings. These policies have been developed in collaboration with the Division of Students Affairs, the Associated Student Body, the Office of the University Architect, and the Office of University Communications. [Questions](#) regarding this policy should be directed to the Division of Campus Services.

How Can We Help?

---

## General Guidelines for Posting on Bulletin Boards

1. Any and all items for general posting must be approved by the Division of Campus Services. The approval process requires a minimum of 3 days for review and approval. To receive approval, [submit](#) a copy of your posting to Campus Services. Accepted file types are Adobe Acrobat or PDF. A stamp of approval will be placed directly onto the document and sent back to you for printing and posting.

For postings which are already printed, visit Lavin-Bernick Center, Suite 107 for an approval stamp.

Posting inside the LBC, Reily Center or residence halls requires approval from LBC Administration, the Reily Center and the Office of Housing and Residence Life respectively. Fliers promoting Tulane-sponsored events and programs may be posted in academic buildings and should follow the posting rules of that board.

See Appendices III and IV.

locations. (back to top)

3. All materials to be posted must adhere to the following general publicity guidelines:

a. The person or organization sponsoring the event must have its name and contact information (phone number, e-mail or website and/or postal address) of the sponsoring group (or individual) visibly on the front of all publicity materials (posters, banners, fliers, etc.). Promotion for closed events must be by invitation and may not be done through the open posting or open distribution of posters, fliers, banners, etc.

b. Postings are to be no larger than 14" x 22." Anything larger than 14" x 22" should be sent to [Campus Services](#) for special consideration and approval. Publicity materials must reflect a responsible attitude toward alcohol. Materials that promote events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Publicity materials promoting or advertising an event in which alcohol will be served must follow the Student Guide to the Tulane University Alcohol Beverage Policy as set forth by the University and approved by the University Senate.

c. Publicity must not degrade groups or individuals.

d. The Division of Campus Services reserves the right to reject publicity material if it is deemed inappropriate or if it fails to comply with the university guidelines.

4. General posting is only allowed on designated bulletin boards as listed in Appendix I. At no time shall any material be posted or affixed on vehicles, trash cans, trees, sidewalks, support columns, lamp posts, buildings, benches, vending machines, telephone poles, windows or doors.

On General Post boards, it is the responsibility of the party receiving approval to not only to post the material, but also to remove the posted materials within 48 hours of the event. Approved materials may be posted no more than 2 weeks prior to the event.

a. Only one poster is allowed per board or kiosk, regardless of board size.

b. Posting over or removing existing material is prohibited.

**TAPE!**

---

**Interior Building Posting**

---

**Interior Bus Advertising**

---

**Publications**

---

**Table Tents**

---

**Digital Displays**

---

**Distribution/Solicitation**

---

**Booth Reservations**

---

**Banner Space Reservations**

---

**Chalking Guidelines**

---

**Yard Signs**

---

**Violations**

---

**Appendix I: Campus Map with Approved Locations**

---

**Appendix II: Policy for Temporary Signage, Banners, Screens, and Postings**

---

**Appendix III: Lavin-Bernick Center Posting Policies**

---

**Appendix IV: Housing & Residence Life Posting Policies**

---

**Appendix V: Guidelines for Outside Food Brought on Campus by Student Groups**

How Can We Help?

Search

## **Policy for Chartering Ground Transportation Services**

---

## **Taxicab/Hired Car Policy**

---

## **Guidelines for Outside Food on Campus**

---

## **Shuttles & Transportation ID Policy**

---

How Can We Help?

**TULANE UNIVERSITY**  
**CAMPUS SERVICES**  
6823 St. Charles Avenue  
Building 85  
New Orleans, LA 70118  
(504) 865-5441

[Maps & Directions](#)

Search

[Give to Tulane](#)

[Medical Center](#)

[Neighborhood Relations](#)

[Contact Us](#)

[Jobs at Tulane](#)

[Email](#)

[MyTulane](#)

[Gibson Online](#)

[Copyright](#)

How Can We Help?

© 2023 Tulane University