

Parking and Transportation Services



Poker/Casino Nights



Posting of Signs



Last Modified: 8/25/2023

UTA supports and encourages the promotion of all sanctioned campus events and activities as a critical part of a thriving university community. At the same time, we recognize that an attractive physical environment is vital to the overall advancement of the university. <https://www.uta.edu/student-affairs/student-organizations/officer-resources/posting-policy>

Therefore, it is essential that printed posters, signs, notices and other materials distributed on campus be in good taste and posted in a manner that does not detract from the physical appearance of the campus, block walkways, or damage buildings or other surfaces.

To ensure maximum publicity for events, while maintaining campus integrity, the following guidelines apply:

All signs that are to be posted on a bulletin board or other designated location that is not administered by a university academic or administrative department must be date-stamped by the Office of Student Organizations. A *Posting Location Guide* outlining approved posting locations for signs and banners can be found on the Student Organizations webpage and in the Office of Student Organizations. All improperly posted signs are subject to removal.

Posted signs must:

1. Display the full name of the sponsoring/endorsing university department or organization
2. Bear a posting approval date stamp of the Office of Student Organizations (leave a blank/content free area of 2 x 2 inches at the bottom-right- corner) Only contain information pertaining to a sponsored event, activity, or service useful to the campus community
3. Comply with the university's Policy on Free Speech, Expression, and Assembly.

However, the following classes of signs may be posted without the Office of Student Organizations' approval stamp under the following conditions:

1. Academic and administrative units of the university may post signs to bulletin boards in academic buildings which they manage provided that the name of the sponsoring unit appears on the sign
2. Signs posted to bulletin boards administered by a university academic or administrative unit. The controlling unit must post on or near each bulletin board or other designated location that it administers (1) either the rules applicable to that bulletin board or location or (2) a particular office or website where the rules applicable to that bulletin board or location may conveniently be found.
3. Students running for office during a student election may post signs in designated locations as specified in the Student Government election code.

SIGN SPECIFICATIONS –

The following specifications shall be authorized for posted signs unless otherwise excepted by the director of student organizations.

Flyers:

- Standard is 8.5 x 11 inches or any sign smaller than or equal to 11 x 17 inches is considered a flyer.
- Flyers to be displayed to campus will be limited to fifty (50)* per event and a maximum of ten (10) class days for registered student organizations and thirty (30) calendar days for UTA academic or administrative units.

*Additional flyers may be posted in residential buildings if authorized by the Department of Apartment & Residence Life.

tape to designated outdoor locations. Banners in excess of these sizes require special permission from the director.

- A limit of six (6) are permitted per event and a maximum of ten (10) class days for registered student organizations and thirty (30) calendar days for UTA academic or administrative units.

Personal Notices:

- Standard size is an 8 × 5 in. card (or a half-sheet of letter paper) but no larger than 8½ × 11 in.
- A maximum of ten (10) cards or half-sheets are permitted or up to two (2) letter sheets.
- A maximum of thirty (30) calendar days is permitted.

Table Tents:

- Placement of literature or table tents on dining tables in the E.H. Hereford University Center and The Commons must be approved by the Office of Student Organizations.
- Only registered organizations and university departments may place table tents on University Center tables.
- Table tents must bear the approval date-stamp of the Office of Student Organizations; up to ten (10) class days for student organizations and up to thirty (30) class days for departments.
- Table tents must be constructed of a substantially sturdy material and able to remain in decent condition for the duration of the posting period and should be no taller than 6 inches in height.
- Table tents will be limited to fifty (50) per event. No more than one tent should be placed on a table at a time. This may necessitate the reduction in the number of table tents. Outdated literature will be removed promptly.

Other:

- Other ways to potential promote and reserve space for signage is available through the Office of Student Organizations. <https://www.uta.edu/student-affairs/student-organizations/officer-resources/posting-policy>