Jake Jabs College of Business & Entrepreneurship Sign Policy

This policy provides general guidelines for signage in Jabs Hall.

The purpose is to:

1. Prevent damage to any surface and reduce cleanup for custodians, staff and students.
2. Fairly promote events occurring in and related to the JJCEB.
3. Maintain a professional and neat look throughout the building.

Please also refer the MSU Office of Student Engagement Advertising Policy. http://www.montana.edu/engagement/organizations/policies.html

Any questions or clarifications can be directed to:

Tia Brown, Director of Operations, tia.brown@montana.edu, 994-4333

Audrey Capp, Director of Communications & PR, audrey.capp@montana.edu, 994-7026

Linda Ward, Program Manager of the Bracken Center, lward@montana.edu, 994-1995,

or your Student Organization’s Faculty Advisor.
Materials may be displayed in Jabs Hall that promote college or MSU events that are for students, faculty or staff as long as the following guidelines are used.

Who:
- Outside venues, events, and services are only allowed to be posted on the community boards across from the 1st floor water fountains and the 2nd floor restrooms.

Bulletin Boards:
- There are bulletin (“cork”) boards next to faculty offices on the 2nd, 3rd and 4th floors, that are for faculty use only. Unauthorized materials posted on these boards may be removed.

Glass Walls:
- We encourage you to use the glass walls to communicate your events. Remember to put the event, date, time, location and sponsoring group (if it isn’t obvious).
- Use Dry Erase markers only!
- Please erase anything you write after your event.

Posters:
- Posters should be no larger than 11”x17”. You may pin them to corkboards (ask permission from the faculty if you want to post on their private boards). Please NO staples!!!
- Do not litter the building with handouts and posters. Post in appropriate, approved areas only.
- You may post posters on the glass, but NO TAPE! Please use poster putty.
- Please remove your posters post event or within 2 weeks of distributing.

Other surfaces:
- You will see some communications from the Student Services office near the water fountains, on restroom doors and other places. This DOES NOT mean it is ok for student organizations or others to hang posters there. Your poster will be removed if found in these locations. This is ONLY for Student Services, the Dean’s Office, the Bracken Center and the Entrepreneurship Center.
- DO NOT HANG POSTERS:
  - On the stairwells
  - Entryways
  - Bathroom Stalls
  - Columns
  - Other walls or surfaces

MSU Elections:
Students running for ASMSU positions are welcome to respectfully advertise/campaign within Jabs Hall. Non-student body government campaign posters are prohibited.

Don’t forget to take advantage of electronic promotions! JJCBE weekly newsletter, MSU calendar, Social Media (the JJCBE has our own pages and are happy to post events for you!). Contact Audrey Capp, audrey.capp@montana.edu, for help with these things or indicate preferences on the event planning form!