Office of Activities and Engagement Poster Policy

A. All Registered Student Organizations are entitled to the free poster delivery service through the Office of Activities and Engagement. To ensure distribution, the Student Organization must:

1. Include this information on all posters. **If this information is not shown on posters, we will not distribute them.**
   a. Name of group that is sponsoring the event, i.e. “Sponsored by the Recycling Club.”
   b. Contact information of group (phone or email minimum, website if available)
   c. What the event is and reason/description
   d. Time of event or program
   e. Date of event or program
2. Events with alcohol or at establishments that serve alcohol:
   a. In order to post in the residence halls, your event **must not** mention alcohol nor be held at an establishment that serves alcohol.
   b. Events where alcohol is served cannot be advertised until the event is approved (see the MSU Drug/Alcohol policy). Once approved, **your flyer must include a responsible or non-use message** (i.e., “IF YOU DRINK, DON’T DRIVE”).
3. To avoid your organization printing posters that do not meet the requirements, please submit an original for us to approve **FIRST**, then make the copies.
4. Make all copies (140). OAE is not responsible for printing costs.
5. Posters must not be larger than 11” x 17”.
6. Submit the correct number of posters:
   a. **40** for all academic buildings (includes 6 for SUB locations)
   b. **100** for the Residence Halls
7. **Submit the posters by 4pm every Monday to OAE.**
   a. Posters must be submitted by the deadline in order to be distributed that week.
   b. We must have the posters two weeks before the advertised event.
   c. We **WILL NOT** distribute posters in the same week in which the event is to be held.
8. Advertise appropriately:
   a. Avoid lewd, sexually explicit or obscene advertising as stated in MSU Policies and Procedures.
   b. Advertising of drinking games is prohibited as stated in MSU Policies and Procedures.
   c. Reference to alcohol in advertising to be distributed on-campus must not dominate the space of the event advertised and should be accompanied by a non-use message such as “Know when to say when.”
   d. The acceptance of the poster is at the discretion of the Office of Activities and Engagement.

B. We only distribute posters for currently Registered Student Organizations, except as noted under section “C” below.

C. “Exceptions to the Rules”

   a. If a student would like to start a group and does not have the minimum of 10 members to start (or restart an inactive group) a new student organization, OAE will make 40 copies of a flyer (must be made by student) and post it in academic buildings on campus. This will only be done **one time** by OAE.

D. Please see Event and Program Planning resources on the OAE website for further guidance on flyers, such as where to have them printed, tips to catch attention, etc.

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