

Viking Union POSTER/BANNER GUIDELINES

POSTERS

The **AS Publicity Center** will post on the reserved boards around the VU and across campus for no cost. Refer to the guidelines below for the appropriate numbers. Please note: These boards are reserved for Publicity Center posting only. Any materials not posted by Publicity Center staff will be removed from these boards. Drop off the appropriate number of items to be posted with the Information Coordinator in VU535.

Additional open posting boards are located throughout campus. These “free” boards are for both non-profit and commercial promotional materials. For a current list of open posting boards please visit the AS Publicity Center in Viking Union 411 or online at publicity.as.wvu.edu.

For sale and want ads are not allowed on reserved or open posting boards. Space is available for these in the Viking Union. Please see the Lost and Found office in Viking Union 434.

AS Clubs and Organizations

-32 posters will be accepted for posting. 22 will go to the residence halls* and 10 will go on reserved boards.

WWU Affiliated Organizations/Non-Associated Students

-32 posters will be accepted for posting. 22 will go to the residence halls*, 5 will go on reserved boards, and 5 will go on open posting “free” boards (non-glass bulletin boards).

*** Please provide the total quantity of posters. The residence halls will not accept less than 22 copies.**

Non-University Related/Non-Profit Organizations

-5 posters will be accepted for posting on reserved boards. Due to the lack of space, it is not guaranteed that all five posters will be posted. A reduction in the size of posting material (i.e., 11" x 17" to 8 ½" x 11") would allow more information to be posted. Materials from commercial and private entities will not be accepted on reserved boards.

Posting Priorities:

- Associated Students sponsorship
- Timeliness
- Campus-sponsorship
- Non-profit organizational material of interest to students

Posting Locations: (Except as noted, Publicity Center staff will post).

Interior:

- 1) Viking Union Garden Street elevator foyer - both on and off campus materials. Time sensitive events only. No general promotions.
- 2) Viking Union Lobby (VU-300 level) and Underground Coffeehouse foyer – emphasis on Underground Coffeehouse events and promotions.
- 3) All other interior boards in the Viking Union Complex, as well as other campus buildings are under the control of various offices and departments.

Exterior:

1) **Arntzen and Red Square** kiosks (12 plexi-covered boards) - one each for Student Activities information, two for on campus materials, six reservable for campus organizations (SEE KIOSK INFORMATION).

2) **All other exterior boards are available for posting by anyone.** A list of these is available in VU535.

BANNERS - EXTERIOR

Definition: large format forms of advertising consisting of one single piece of material, rectangular in form, with one dimension at least three (3) feet in length and no larger in size than three (3) by eight (8) feet. Hand done lettering or artwork should be done with non-water-soluble materials. Banners may be digitally printed at the AS Publicity Center, in Viking Union 411, for a small charge.

Only banners advertising events of a campus-wide nature, sponsored by University organizations, will be approved for posting. On-going promotional material will not be permitted.

Reservation Process: Reservations should be made with the VU Event Services Office (VU535). Banners should be brought to Viking Union 535 for approval. Approved banners will bear a "Viking Union" stamp in the **lower right-hand corner**. Any materials not stamped and registered will be removed. Please note the intended location of the banner in the bottom right-hand corner.

Banners will be approved for a maximum of one week per event per month. Generally, each organization will be given only one location to post a banner. Exceptions will be made based on the demand for banner space.

Exterior Banner posting locations:

- 1) Arntzen Hall – One (1) on middle pillar in front of building
- 2) Bond Hall – One (1) on E wall above door
- 3) Bookstore – N wall, across from Vendor's Row
- 4) Environmental Science – Two (2) one on Northwest corner facing Arntzen and one on Southwest corner next to the stairs facing the AIC
- 5) Fraser Hall – Four (4) Two each on both SW facing walls
- 6) Haggard Hall – One (1) W wall behind bus stop
- 7) Humanities – W wall on NW corner
- 8) Miller Hall – Two (2) above and right of recycling barrels at front of building, and on angled wall left of courtyard entrance.
- 9) Viking Union – Two (2) hanging from roof on front of VU, facing High Street
- 10) Viking Commons – One (1) North of Viking Commons entrance, facing High Street
- 11) Wilson Library – One (1) above bike racks on East wall

Once the banner has been approved and you have determined the exact posting location, drop off your banner with the AS Publicity Center. All banners must be put up by Publicity Center personnel. Please allow two working days for placement of your banner. This service is free.

BANNERS – INTERIOR VIKING UNION

Definition: large format forms of advertising consisting of one single piece of material, rectangular in form, vertically oriented, and measuring 3 feet wide by 6 feet tall.

Location: 7th floor sky bridge in the Viking Union (visible from main lobby).

Viking Union/Student Activities/Associated Students
Policies and Procedures

Reservation Process: Reservations should be made with the VU Event Services Office (VU535). Banners should be ordered at, or brought to the AS Publicity, with a copy of the reservation confirmation. Banners must be digitally printed, and be hung by the AS Publicity Center. Please allow two working days to hang the banner.

KIOSKS

Definition: Two (2) 3 1/2' x 4' reservable, lockable, plexi-glass covered bulletin boards.

Location: Red Square and outside Arntzen Hall. A display fits nicely on each reservable space.

Reservation Process: VU Reservations Office, VU535. One week per event per month. An organization may reserve one location for each reservation period.

Access: Obtain key from the Viking Union Reception Desk, VU535.
It is your responsibility to remove the posted material at the end of the reservation period. Any material left after your reservation date will be recycled and a removal fee may be incurred.

GENERAL POSTING GUIDELINES:

No signs, banners, or similar materials of any variety may be affixed to the exterior surface of buildings (except as indicated in the foregoing), to glass, wood or painted surfaces other than defined bulletin boards (except as provided for in the A.S. Election Code). Please refer to the complete Posting Policy available from Viking Union Room 535.

posting guidelines.doc

1/09-jb

Organization: Viking Union/Student Activities