STUDENT CENTER ATRIUM
POSTER BOARD DISPLAY POLICY/REQUEST

Temple University student organizations, departments, and offices are eligible to display promotional or informational posters in the Student Center Atrium.

Before poster is produced:

1. Content must be approved and event information verified. Submit a hard copy of poster design to The Graphics Media Center for approval, located in the Student Center North Lower Level.

   Content Approved
   Declined

   GMC Signature/Initials
   Date

2. Posters must be produced by The Graphics Media Center unless a WAIVER is granted. All other posters must fulfill guidelines as outlined below.

   GMC to Produce
   GMC Production Waiver

   GMC Signature/Initials
   Date

3. After content approval, submit this form along with the hard copy of poster design to The Information Desk for tentative scheduling. Forms without a hard copy will not be accepted. The Information Desk will not specify a designated space for poster board placement.

   Space Available
   Declined

   Info Desk Signature/Initials
   Date

Organization/Department Name

Board Description

Requests for space are completed on a first come/first serve basis and no space is guaranteed.

After poster is produced:

The poster must be brought to The Information Desk for final approval and posting schedule. Boards should be produced in a timely fashion to improve chances for display. If the poster does not follow this policy, it will not be displayed until revisions are made.

Poster Guidelines:

a. Only one poster per event may be displayed.
b. Posters must be on foam/corrugated board no larger than 30” x 40”.
c. The name of the sponsoring organization, date, and venue must be clearly stated on the poster.
   No posters will be displayed using the words SAC or Student Activity Center.
d. Advertising of alcohol and/or tobacco products is prohibited.
e. Posters making references to the consumption of alcohol and those with sexually or other explicit content are prohibited.
f. Posters designed for display in the Atrium may not include a plastic pouch for updating content.
   The GMC does offer flexible, modular, content designs for those interested in updating sections of poster content throughout the semester and will assist in updating that content.
g. Posters must follow Temple Branding guidelines:
   a. No changes may be made to Temple University logos (including color changes).
   b. The Temple T cannot be used as part of a word or to create a new logo.

• All posters may be displayed for up to two weeks. Posters will be removed from the Atrium after the reservation end date and the organization/department will have 3 business days to claim it before it is discarded.
• Student Center Operations is not responsible for moved, lost, stolen or discarded posters.
• Only posters that are moved, lost, stolen, or damaged by Student Center staff may be reproduced at no cost to the organization/department.
• Only Temple students, staff, and faculty may utilize the posting process.