TEMPLE UNIVERSITY

Student Affairs
Student Center Operations

STUDENT CENTER

STUDENT CENTER ATRIUM

POSTER BOARD DISPLAY POLICY/REQUEST

Temple University student organizations, departments, and offices are eligible to display promotional posters for events 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 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. Forms without a hard copy will not be accepted. The Information Desk will not specify a designated space or date 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. Once submitted, posters can only be removed by SCO staff. If your poster is removed from display, it will forfeit its location in the rotation and need to be resubmitted.

After poster is produced:

The poster must be brought to the Information Desk for final approval and posting schedule. Boards should be submitted 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 and must be ***30 inches x 40 inches, portrait layout***.
c. Poster must be advertising an event. The name of the sponsoring organization, date, and venue must be clearly stated on the poster.
d. No posters will be displayed using the words SAC or Student Activity Center.
e. Posters making references to the consumption of alcohol/tobacco 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.
- Advertisements for surveys, application, and other online forms will need written approval from Operations Manager. These exceptions will be assessed on a case by case basis.

Internal Use Only | Date Received:_____ Time Received:_____ Initials:_____
Date To Be Posted:_____ Date To Be Removed:_____

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