

<b>Office of the University Union Policies and Procedures</b>	Subject: Promotion/ Vendors/ Solicitation Policy	Reference: University Union Board Minutes VII.D.
	Issued: April 1995 - reissued	Page: 1 of 1
	Director's Approval:	

## POSTER/BANNER APPROVAL PROCEDURES

The following procedures have been established for the approval and posting of posters and banners in the Union (if they comply with the previous Posting and Banner policies):

1. Customers will bring their posters and/or banners to the Union Main Desk to be later posted by the Union Services Response Team staff.
2. The banner/poster must be checked by the Main Desk staff to ensure that it includes the who, what, when, and where questions of the event being promoted.
3. Posters are stamped and banners are labeled by the Main Desk in the lower right-hand corner (or in a visible location) on each poster/banner.
4. In the space provided on the imprint mark or label, insert the date that the piece should be removed; the date should be the day after the final program listed on the poster or the last provided reservation date of the banner. If a poster is provided more than two weeks before the event, it is dated two weeks before the event and is not put up until then. Extension requests are reviewed by the University Union Board.
5. The Main Desk staff will then place the poster/banner in the holding area until it is posted by a Services Team member.

Revised Spring 1998