



PROMOTIONAL MATERIALS POLICIES

POSTERS

University departments may approve their own posters and display them at these designated locations.

POSTER DISTRIBUTION

DESIGNATED LOCATIONS | ACADEMIC YEAR [24]

LOWER CAMPUS

1. Davies Center Must be approved by the Service Center*
Board located lower level hallway near University Printing Services
2. McIntyre Library East entrance
3. Phillips Hall Main bulletin board, in area near mural
4. Schneider Hall First floor between doors of room 101 on the wall opposite the University Centers board
5. Brewer Hall First floor by room 151
6. Hibbard Hall First floor, opposite wall from the vending machines
7. Haas Fine Arts Center..... Lobby, left side of bulletin board
8. Human Sciences and Services..... Front entrance, rolling bulletin board, left side of board
9. Continuing Education Front desk
10. Residence Halls Front desk

UPPER CAMPUS

11. McPhee Center..... Across from room 114, in hallway by back stairs
12. Hilltop Center..... Must be approved by the Service Center*
Board located on main floor by public telephone

* The Service Center is located in the east lobby of Davies Center
Standard hours are Monday–Saturday 7 AM–9 PM, and Sunday 10 AM–9 PM

TABLETENTS

EVENT SERVICES

DAVIES CENTER 103 | 836.3881

STANDARD HOURS

Monday–Friday 7:45 AM–4:30 PM

Tabletents are approved at the Event Services office and must bear the authorized posting dates. A list of designated areas and quantities is provided here.

TABLETENT DISTRIBUTION

DESIGNATED LOCATIONS | ACADEMIC YEAR [516]

DAVIES CENTER [332]

- The Terrace..... 116 tables
- Blugold Room 192 tables and booths
- The Cabin..... 24 tables

HILLTOP CENTER [156]

- Riverview Cafe 88 tables
- Hilltop Food Court 68 tables

CREST WELLNESS CENTER [28]

- Higherground 28 tables

ELIGIBILITY

These programs may be promoted on the University of Wisconsin-Eau Claire campus:

1. Events sponsored by student organizations recognized by the University of Wisconsin-Eau Claire Student Senate.
2. Events sponsored by units, offices or departments of the University of Wisconsin-Eau Claire.
3. Activities sponsored by groups outside the University of Wisconsin-Eau Claire that have the endorsement of a university sponsor.
4. Events sponsored by the Chippewa Valley Technical College.
5. Events sponsored by community service organizations (selected locations only).
6. Events sponsored by commercial enterprises or private agencies using University of Wisconsin-Eau Claire facilities on a rental basis (selected locations only).

Any individual may place any poster or sign on the open, unregulated kiosks adjacent to Zorn Arena and between Davies Center, Schofield Hall and McIntyre Library.

CRITERIA

1. Posters displayed on campus must bear an approval/date stamp from the Service Center, Davies Center 161, (715) 836-2637. It is recommended that posters be no larger than 11 x 17 inches in size.
2. Table tents displayed on campus require an approval/date stamp from the Event Services office, Davies Center 103, (715) 836-3882. It is recommended that table tents be half of a letter-size sheet, printed on cardstock and folded in half.
3. Each sponsor is required to include its organization's distinct identification in a prominent position on the face of all promotion. This may be its full name or its established abbreviation or acronym previously registered with Student Senate. Any publicity not clearly identifying the sponsoring organization is subject to removal.

PROCEDURES — POSTERS

Submit posters to the Service Center, Davies Center 161, for approval, date stamping and, if desired, distribution.

PROCEDURES — TABLETENTS

Table tent display periods must be scheduled with the Event Services office, Davies Center 103. Table tents are approved for three-day periods; no more than three table tents may be displayed per table. Prior to duplicating, the table tent master must be approved and stamped with the scheduled display dates by the Event Services office.

PROCEDURES — VERANDA BANNERS

Davies Center veranda banners must be scheduled with the Reservations Assistant, Davies Center 103. Organizations may display banners for up to three consecutive days, and are responsible for hanging and removal of banners. Banners are to be placed on the east or west sides of the veranda, and are not permitted on the ramp railing used by patrons with disabilities. Banners should not exceed 66 x 96 inches (twin sheet size), and the use of permanent pigments is required. Banners must be secured with rope, not tape or wire, and they cannot be weighted.

GENERAL GUIDELINES

1. Sponsors may put up their own posters and table tents in designated areas; a listing is available at the Service Center. Posters may be distributed by the Service Center staff for a fee. Sponsors are encouraged to remove their promotional materials after the event.

2. Placement of promotional materials shall be limited to designated areas only. Thumbtacks, not staples or tape, must be used to affix posters to campus bulletin boards. Signs may not be placed on interior or exterior walls or painted surfaces. Posters or flyers may not be taped to sidewalks, light posts or telephone poles, and may not be placed on any vehicle on a public street or parking lot, per Eau Claire city ordinance.
3. Removal of materials that do not conform with University of Wisconsin-Eau Claire Promotional Materials Policies will result in the sponsoring organization being billed accordingly for labor.
4. Posters and signs promoting a single event should be posted no more than two weeks prior to the date of the event.
5. Posters and signs related to a series of meetings, activities or events taking place over an extended period of time should be displayed only during the relevant time frame.
6. Commercial enterprises or private agencies using University facilities on a rental basis are limited to one poster placed in Davies Center in addition to posters placed within their rented areas.
7. Community service organizations may place two posters or signs on two designated bulletin boards (one in Davies Center, one in Hilltop Center). Service Center staff will post this material free of charge.
8. Campus publicity will promote the responsible use of alcohol when alcohol is part of the event and is referenced in the event promotion.
9. Directional signs on posts placed in the ground or on the doors to buildings are permissible if required to aid visitors to the campus. Sign standards for use within Davies Center may be reserved through the Event Services office. Signs must be removed by the sponsor immediately following the event.
10. Lawn signs may be placed on campus after 7 a.m. and must be removed by 7 p.m. daily. Lawn signs must be reserved through Event Services prior to placement. While the content of a lawn sign does not have to be pre-approved, the name of the sponsoring student organization, department or office must be visible on all lawn signs. Lawn signs discovered in violation of this policy will be removed from their location and discarded or recycled. A minimum charge of \$25 will be assessed against the sponsoring student organization, department or office for the removal of signs in violation, and an additional labor charge of \$25 per hour may be assessed should the removal of lawn signs require University Centers staff. The policy applies to lawn signs placed on the Central Campus Mall and the south lawn of Davies Center.
11. Chalking to advertise programs is permitted under these conditions: that washable sidewalk chalk is used (no paints or aerosol-propelled substances); that chalking is on horizontal surfaces only (not vertical surfaces such as stairs, buildings or retaining walls); and that chalking is done in open, uncovered areas where the weather can remove the chalk naturally.

POLITICAL CAMPAIGNS

Persons who are bona fide candidates for election to public office (campus, city, county, state or federal) and/or their supporting organizations are granted the campus promotion privileges accorded University of Wisconsin-Eau Claire student organizations within the guidelines of this policy.

APPEALS

Questions or appeals concerning these policies should be directed to the Director of University Centers, Davies Center 107, (715) 836-2263.

Further appeal is available through the Associate Vice Chancellor for Student Services, Hilltop Center 105, (715) 836-4810.