Policies: Promotional Materials

Last Modified on 01/12/2018 1:52 pm CST

Posters

Placement of posters 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. Posters will be removed due to the discretion of University staff if they do not abide by the Promotional Materials Policies.

Commercial enterprises or private agencies using UW-Eau Claire facilities on a rental basis are limited to one poster placed in Davies Center in addition to posters placed within their rented areas (selected locations only as dictated by rental agreement).

Campus publicity will promote the responsible use of alcohol when alcohol is part of the event and is referenced in the event promotion.

All posters displayed on campus must meet all eligibility requirements.

Due to the increase in available poster boards in Davies Center and the increase in poster demand, posters are limited to one posting, per event, per pillar or board. Poster size may not exceed 11 × 17 inches, to be conscious of space for other postings within Davies Center.

Posting Locations:

Community Members

Community event posters approved by the Service Center can be displayed on the Community Events poster board in Davies Center, near the Green Bean organic store.

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

University Centers

University Centers departments may approve their own posters and display them on the boards labeled "University Centers Events" at the following locations.

- Davies Center - Six posters are allowed in designated locations
- McIntyre Library - East entrance — currently unavailable due to construction
- Nursing Building - First floor, right hallway between rooms 121 and 123
- Phillips Hall - Main bulletin board, in area near mural
- Schneider Hall - First floor, northeast hallway
- Brewer Hall - First floor
- Hibbard Hall - First floor
- Haas Fine Arts Center - Across from Foster Art Gallery, left side of bulletin board
- Human Sciences and Services - By room 176
- Continuing Education - Front desk
- Residence Halls - Deliver to the Think Tank, Towers Hall 127:

  One per hall = 13 posters, one per Resident Advisor = 130 posters
- McPhee Center - Across from room 114, in hallway by back stairs
- Hilltop Center - Entrance facing Murray Hall

Recognized Student Organizations

Recognized student organizations may display their own posters on the boards labeled Student Organization Events within Davies Center and University Centers Events in academic buildings at the following locations. IMPORTANT NOTE: Recognized student organizations MUST display "sponsored by" on all posters to include student organization name. The University will remove posters that do not display student organization sponsorship information or any posters deemed inappropriate for display. Student organizations are responsible for distribution and removal of their own posters.

- Davies Center - Five posters are allowed in designated areas.There are two designated Meeting Notices boards located in the back of the Student Organizations & Leadership Center (220 Davies) for student organizations to post

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

regular meeting notices. An additional meeting notice board is located on the 2nd floor near the Bookstore.

- McIntyre Library - East entrance
- Nursing Building - First floor, right hallway between rooms 121 and 123
- Phillips Hall - Main bulletin board, in area near mural
- Schneider Hall - First floor, northeast hallway
- Brewer Hall - First floor
- Hibbard Hall - First floor
- Haas Fine Arts Center - Across from Foster Art Gallery, left side of bulletin board
- Human Sciences and Services - By room 176
- Residence Halls - Deliver to the Think Tank, Towers Hall 127:
  One per hall = 13 posters, one per Resident Advisor = 150 posters
- McPhee Center - Across from room 114, in hallway by back stairs
- Hilltop Center - Entrance facing Murray Hall

University Departments

University departments may approve their own posters and display them on the boards labeled "University Events" at the following locations. This includes posters for events sponsored by units, offices or departments of the University of Wisconsin-Eau Claire, or posters for activities sponsored by groups outside UW-Eau Claire that have the endorsement of a university sponsor.

- Davies Center - Nine posters are allowed at designated locations
- McIntyre Library - East entrance — currently unavailable due to construction
- Nursing Building - First floor, right hallway between rooms 121 and 123
- Phillips Hall - Main bulletin board, in area near mural
- Schneider Hall - First floor, northeast hallway
- Brewer Hall - First floor
- Hibbard Hall - First floor
- Haas Fine Arts Center - Across from Foster Art Gallery, left side of bulletin board

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

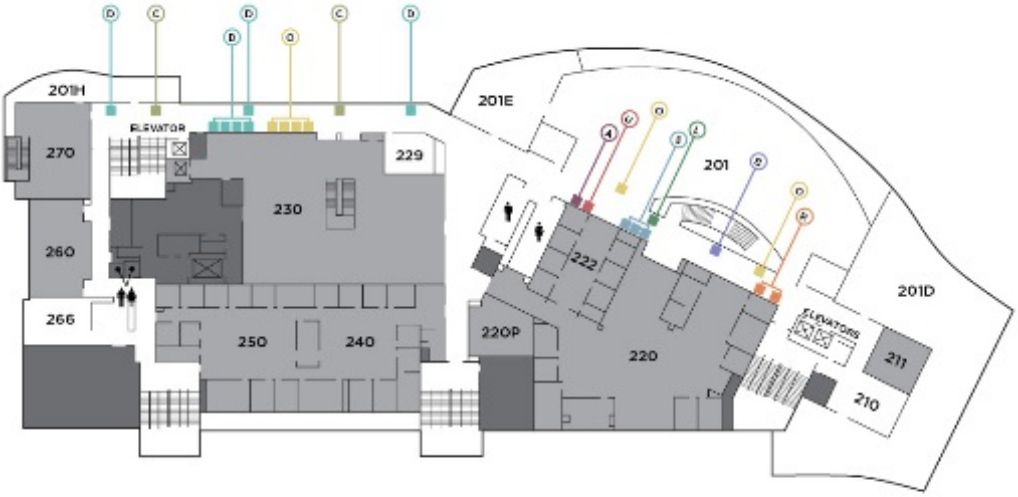
- Human Sciences and Services - By room 176
- Continuing Education - Front desk
- Residence Halls - Deliver to the Think Tank, Towers Hall 127:

  One per hall = 13 posters, one per Resident Advisor = 130 posters
- McPhee Center - Across from room 114, in hallway by back stairs
- Hilltop Center - Entrance facing Murray Hall

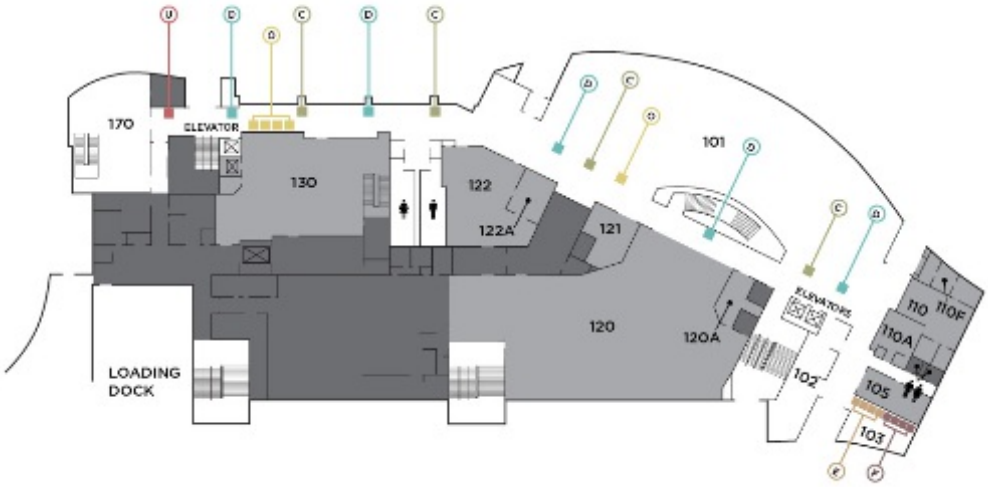
University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

ASSIGNED DISPLAY BOARDS IN DAVIES CENTER

(O) Student Organizations
(D) University Departments + Offices
(C) University Centers
(E) Community Events
(F) For Sale
(S) Student Senate
(R) Women's + LGBTQ Resource Center
(U) University Activities Commission
(A) Activities, Involvement + Leadership
(L) Service Learning + Volunteer Services
(B) University Bookstore



LEVEL 2



LEVEL 1

Table Tents

The designated location for promotional table tents is in Hilltop Center and Riverview Café only. Up to 150 table tents may be used in this space.

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

Table tent display periods must be reserved through theEvent Services office, Davies Center 240. A maximum of three organizations may display table tents at any one time, so space is subject to availability. Display periods may be up to three consecutive days in length. Table tent designs do not need to be approved, but must clearly identify the sponsoring organization and the dates reserved through Event Services. It is recommended that table tents be half a letter-size sheet, printed on cardstock and folded in half. Organizations are responsible for distribution and removal of their own table tents.

Table tents in violation of the above restrictions will be removed and discarded.

Showcases

All showcases in Davies Center must be reserved through the Event Services office, Davies Center 240. Reservations are based on a first-come, first-served basis and are reserved in one-week intervals that run from Sunday to Saturday. Only Event Services professional or student staff members are allowed to unlock the cases for groups' use.

All items must be removed from the showcases by 11 p.m. on Saturday and all cases should be cleaned up in preparation for other groups' use. Failure to remove items by the deadline will result in the appropriate disposal of the showcase's contents and a warning will be distributed to the showcase's sponsor. If a second infraction of failing to remove materials by the deadline occurs, the sponsor will not be allowed to reserve a showcase for the remainder of the semester.

Shelving within the showcases is not adjustable or removable. Please be cautious of the shelving since it is glass and may not be able to support all items desired for display. Any damage to the showcases or shelving will be the responsibility of the reservation sponsor.

In addition, staples or nails are not to be used within the cases, and tape of any kind is not allowed to be used on the glass doors or shelving. Thumbtacks or push pins are allowed to hang displays within the cases.

Showcase Locations

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

Level 1 of Davies Center

- Showcase A - Maple Lounge 103, next to Green Bean organic store

Level 2 of Davies Center

- Showcase B - Next to Student Senate and fish tank
- Showcase C - At the top of the Grand Staircase
- Showcase D - Outside the textbook area, closest to The Cabin

Digital Signage

The University Centers digital signage system in Davies Center displays event promotion created by recognized UW-Eau Claire student organizations, academic departments and administrative offices. Information on creating and submitting graphics can be found in the Digital Signage Policy article.

Lawn Signs

Signage on the University of Wisconsin-Eau Claire campus is regulated by Facilities Planning and Facilities Management. This policy specifically refers to the temporary placement of lawn signs.For additional information, view the Lawn Signs policy .

Chalking

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.

Chalking around residence halls is not allowed during the move-in process.

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System

Appeals

Questions or appeals concerning these policies should be directed to theDirector of University Centers . Further appeal is available through the office of the Vice Chancellor for Student Affairs .

University of Wisconsin-Eau Claire
Copyright © 2016 UW-Eau Claire and the Board of Regents of the University of Wisconsin System