



Seventh College Posting Guidelines

General Information

Posting Requirements

Only publicity materials for UC San Diego affiliated events, programs, and opportunities may be posted in the Seventh College Residential Neighborhood. *Prior to posting, all materials must be approved and stamped by the Seventh College Residence Life Office.* Materials are required to include:

- Time, date, location of event
- Sponsoring group/organizations name and contact information

Posting Rules

- Materials will have a maximum posting period of seven (7) days.
- Posted materials must be removed within 48 hours following the publicized event, or within seven (7) days of posting. It is the responsibility of the sponsoring group/organization to remove postings.
- Posting areas are available on a first come, first served basis
- No more than one material per event/group may be posted in a given space (e.g. posting posters and banners with the same space is not permitted.). Any additional publicity materials will be removed.
- If publicity materials are found to be covering other existing materials, the offending posting poster/banner will be removed by Seventh College Residence Life Staff.
- Removing and/or moving another group's current publicity material is not permitted.

Posting Violations

Failure to adhere to the posting requirements and rules may result in any or all of the following action(s):

- Removal and disposal of postings
- Suspension of posting privileges for a defined period of time
- Disciplinary action for individual(s) or student organization(s)
- Violations by student organizations may be reported to the Center for Student Involvement

Approved Publicity Materials

Chalking

Refer to the UC San Diego Policy and Procedures Manual Section 510-1, IX and XII for regulations regarding the use of chalking as a form of publicity. Chalking is only allowed on sidewalks of the university grounds that are exposed to weather elements and not covered by a roof or overhang. Chalking on other surfaces is prohibited.



Flyers (8.5 x 11” or smaller)

All flyers must be submitted to the Seventh College Residence Life Office for review. All flyers must be posted through use of staples or push pins. Use of tape on bulletin boards is not permitted.

Seventh College Approved Flyer Posting Areas

- Resident Assistants may post approved flyers on their respective floors’ bulletin boards (in East Tower and West Tower) and buildings (East 2-5 and West 2-8). A maximum of thirty one (31) flyers may be submitted for distribution after approval.

Posters (pre-printed posters, measuring up to 11 x 17”)

All pre-printed posters must be submitted to the Seventh College Residence Life Office for review.

Seventh College Approved Poster Areas

- Resident Assistants may post approved posters on their respective floors’ bulletin boards (in East Tower and West Tower) and buildings (East 2-5 and West 2-8). A maximum of fifteen (15) posters may be submitted for distribution after approval.