

## **CCBC Essex Campus Poster Guidelines**

These Guidelines are designed to:

- 1) Maintain architectural beauty of campus buildings and facilities
- 2) Assure effective use of posters and announcements.

***WE ASK THAT YOU PLEASE FOLLOW THESE GUIDELINES OR YOUR POSTER WILL BE REMOVED FROM THE BOARDS. THESE GUIDELINES ARE EFFECTIVE AS OF JANUARY 1, 2002***

- 1) Please stop by the Student Life Office BEFORE posting flyers on the Bulletin Boards. Once your poster has been approved of, you may place your flyer on the boards. Approved posters will receive an OK stamp. Posters without the stamp will be removed.
- 2) Posters and announcements may be placed only on bulletin boards and designated display areas. Displays areas can include brick, concrete and any outdoor kiosk.
- 3) Some bulletin boards on campus are designated for specific purposes such as athletics, academic departments, transportation, et cetera. Only those notices dealing with these purposes shall be placed on them. Student Life Office verification and approval does not apply.
- 4) Posters/announcements shall NOT be placed on GLASS, WOOD OR PAINTED SURFACES. The only exception is that class cancellations/ changes or Campus/ College emergency/ urgent messages may be placed on the building doors.
- 5) Under no circumstances shall posters or announcements be posted on Campus directional signs or lampposts.
- 6) Event directional sign holders are available from Plant Operations. Arrangements for their use can be made by sending a work order to Plant Operations. The sponsoring organization must supply the signs. Please avoid using hand made signs.
- 7) Please use thumbtacks on the bulletin boards, NOT on the walls or wood surfaces. Do NOT use staple guns or glue on any surface.
- 8) It is the individual's or the organization's responsibility to remove its own announcements or posters immediately after the advertised event or meeting occurs.
- 9) Poster signs may be displayed for a maximum of TWO weeks.
- 10) Approval for posting non-campus related activities or by non-campus individuals is granted by the Student Life Office, C116.

Contact the Student Life Office in the College Community Center C116  
or at (410) 780 - 6572 for additional information