

Standards: Posting on WWU Main Campus

University Standards: STN-U8650.01A

Authority

POL-U8650.01 Posting on Main Campus

See Also

[Use of University Property – Freedom of Expression and Assembly](#) (WAC 516-35)

[Use of University Property – Scheduling and General Use](#) (WAC 516-36)

[Freedom of Expression and Prohibited Conduct](#) (WAC 516-24-130)

[Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](#) (POL U1600.02)

[Student Conduct Code](#) (WAC 516-21)

Purpose

The AS Publicity Center reviews and approves for compliance with the Standards and Policy, and distributes postings across campus for University groups/departments or 501c3s Not for Profits.

Definitions

Banner - Large format forms of advertising consisting of one (1) single piece of material, rectangular in form, and measuring three (3) by eight (8) feet and printed professionally or hand painted on durable paper.

Banner Posting Areas – Permanent posting areas on the exterior of Campus Buildings. Posting areas are identified in the Posting Guidelines Standards for WWU Main Campus.

Enclosed Posting Areas – All public posting areas enclosed in glass or plexi covered, typically secured with a lock. (E.g. Kiosks in Red Square and by Arntzen, locked glass cases, etc. Typically marked as an AS Publicity Center space)

Exterior Posting Spaces – Identified On-Campus posting spaces not inside buildings.

Kiosk- Reservable Enclosed Posting, plexi-covered six-sided advertising. Measure 40” w x 52” h.

Open Posting Areas – Posting areas not assigned to departments or AS Publicity Center distribution. These are the only areas where commercial posting is allowed.

Standards

Enclosed Posting Areas- The AS Publicity Center will post in Enclosed Posting Areas across campus at no cost. Postings must follow these standards:

1. Poster Requirements:
 - a) Posters may not be larger than 11”x17”
 - b) Promotions of alcohol, cannabis, and controlled substances are not allowed
 - c) When enclosed posting boards are full, prioritization will be given to event related postings
 - d) Only one poster per event per board is allowed
 - e) AS sponsored posters must exhibit the AS logo and recycle symbol (or a statement encourage recycling)

- f) Western and AS sponsored posters are required to exhibit the phrase “Western is an equal opportunity institution” and, if an event, contact information for disability accommodations. If from an AS office or club, this should be as.doc@wwu.edu.
2. Enclosed Posting Areas are reserved for approved postings only. All other materials will be removed.
 3. Drop off at VU535 or send postings to the Publicity Center in VU 411 MS-9106 the appropriate number of postings:
 - a) **Associated Students and WWU Posters:** Maximum quantity 42*
 - 21 posters go to Residence Life
 - 5 posters go to glass cases in the VU
 - 15 posters go to glass cases around campus
 - 1 poster goes to PC archives*By request of AS groups, 10 can go out into the community, total of 52 posters
 - b) **Non-University Related/Non-profit posters:** Maximum quantity 4
 - 4 posters will go to glass cases in the VU and around campus
 - c) **The AS cannot provide any posting services to for-profit organizations.**
 4. Enclosed Posting Areas (reserved for Publicity Center Staff Postings only) are located at:
 - Viking Union west elevator lobbies
 - Viking Union 552, adjacent to entrance
 - Bulletin boards in the Underground Coffeehouse and by the VU Market
 - Various enclosed bulletin boards on exteriors of many campus buildings including:
 - Viking Commons entrance
 - Wilson Library
 - Haggard Hall
 - Humanities
 - Old Main
 - Bond Hall
 - Miller Hall
 - Biology
 - Chemistry
 - Environmental Science, north and south sides
 - Communications, east and west sides
 - Academic West, north and south sides
 - Fairhaven Administration building
 5. **Kiosk**
 - Enclosed Posting Areas must be reserved by University organizations through Viking Union Event Services at <https://events.wwu.edu/VirtualEMS/default.aspx>.
 - There are two spaces available: one in Red Square and one in front of Arntzen Hall
 - Postings measure 40” wide by 52” tall
 - Recommend printing on vinyl or other water-proof material
 - May be printed at AS Publicity Center or Copy Services for a small fee

Effective Date: April 8, 2021



- If printed elsewhere, drop off at Publicity Center required two days prior to reservation

Banners- Exterior and Interior Banner space must be reserved through Viking Union Event Services at <https://events.wvu.edu/VirtualEMS/default.aspx>

Exterior Banner requirements:

- Must advertise events of a campus-wide nature and be sponsored by University organizations (Ongoing promotional material is not allowed in exterior banner spaces.)
- Must measure exactly 3' x 8' (refer to reservation for horizontal or vertical art)
- Must be produced with non-water-soluble ink
- May be printed at the AS Publicity Center or Copy Services for a small fee
- If printed elsewhere, drop off at Publicity Center required two days prior to reservation
- PC will tape banner to a solid backing and hang banner free of charge

Exterior Banner posting locations:

- Academic West, two on wall facing Student Rec Center and one on east side
- Arntzen Hall, on middle pillar in front of building
- Bond Hall, one on east wall by stairs into Red Square and one above bike racks facing Red Square (only vertical oriented space!)
- Environmental Science, two locations, one on northwest corner facing Arntzen and one on southwest corner next to the stairs facing the AIC
- Fraser Hall, two on wall facing Red Square
- Haggard Hall, behind bus stop
- Humanities, on wall between Wilson Library
- Miller Hall, facing Red Square
- Viking Union, two hanging from roof on front of VU, facing High Street
- Viking Commons, one north of Viking Commons entrance, facing High Street
- Wilson Library, one above bike racks, facing Humanities

Open Posting Areas

- Postings in open areas must follow the policy limitations
- Do not post over current event postings

Open Posting Area Locations:

- Arntzen Hall, by AH100
- Old Main 1st floor, outside of OM100
- Bond Hall, 1st floor on both ends
- Miller Hall, by west entrance
- Fraser Hall, inside on left and right
- Ross Technology, 1st floor in hallway at north end
- Parks Hall, 1st floor
- Fairhaven College Administration near entrance
- Fairhaven College Main Lounge
- SMATE on west end

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