

POSTERS/FLYERS/DIGITAL SIGNS

Section: Public Relations

Policy: University Housing permits the posting of expressive media (e.g., flyers, posters and digital slides) by student organizations registered with the Center for Student Activities and Involvement, as well as by university departments, schools and colleges.

Purpose: The purpose of this policy is to provide guidelines for the posting of expressive media in the residence halls.

Scope: This policy applies to student organizations registered with the office of Engagement, Leadership and Service and to university departments, schools and colleges. It applies to the posting of expressive media in common areas of the residence halls (e.g., bulletin boards, hallways and lobbies). Resident assistants and C.L.A.S.S. advocates may post printed materials in their living area as they see fit as long as it adheres to all University of Georgia policies, as well as local, state and federal laws. Exceptions to this policy are approved by the senior public relations coordinator or director of administrative services and communications.

Printed materials

I. General guidelines

- a. Content of printed materials must adhere to all University of Georgia policies, as well as local, state and federal laws.
- b. The size of printed materials must not exceed 11"x17".
- c. Printed materials should be submitted at least 10 business days in advance of when they are to be posted.
- d. Printed materials submitted may be approved to be posted for a maximum of 21 calendar days.
- e. Housing staff members will remove unapproved printed materials found posted in residence halls, and the associate director for residential programs and services will contact the organization or business's leadership to notify them of this policy.
- f. Housing staff members are responsible for removal of outdated materials.

II. Printed materials from student organizations

- a. Registered student organizations may submit printed materials for posting in the residence halls to the administrative assistant in the University Housing administrative office located in 105A Russell Hall.
- b. The senior public relations coordinator or their designee will approve printed materials—if they adhere to the guidelines outlined in section I—by stamping each print on the front with an expiration date.
- c. Refer to [appendix A](#) for the number of printed materials accepted for each building, as well as locations for posting.

III. Printed materials from UGA departments, schools and colleges

- a. University departments, schools and colleges may submit printed materials for posting in the residence halls to the administrative assistant in the University Housing administrative office located in 105A Russell Hall.
- b. The senior public relations coordinator or their designee will approve printed materials—if they adhere to the guidelines outlined in section I—by stamping each print on the front with an expiration date.
- c. Refer to [appendix A](#) for the number of printed materials accepted for each building, as well as locations for posting.

Digital sign slides

- I. University departments, schools and colleges may submit digital slides for to be approved for posting on the digital signs.

- II. General guidelines
 - a. Slides must be submitted no more than three business days prior to the date they are to be posted.
 - b. Slides may be posted on all digital screens or on the screens of specific buildings.
 - c. Slides may be approved to be posted for a maximum of 21 calendar days.
 - d. University schools, colleges and departments may display a maximum of two slides at a time.
 - e. University Housing is not responsible for the permanent storage of any submitted materials beyond their expiration dates. Files may be deleted after the last scheduled run date.

- III. Procedure
 - a. Representatives of university departments, schools and colleges should submit slides via the [Digital Sign Submission Form](#), ensuring the digital files adhere to the following standards:
 - i. Content of digital materials must adhere to all University of Georgia policies as well as local, state and federal laws.
 - ii. Slide must be .jpg format.
 - iii. Slide dimensions must be 2,710 x 1,518 pixels.
 - iv. Slide file size must not exceed 10MB.
 - v. Slide must be in landscape orientation—portrait graphics on a landscape background will not be accepted.
 - b. The web developer specialist will approve and post the slides to the digital screens if they adhere to the standards set forth in section I.
 - c. The web developer specialist will remove expired slides.

- IV. Once trained by the web developer specialist, Residential Programs and Services staff members may post digital content to the signs in their individual areas of supervision as they see fit.

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