

Posting Guidelines

How to determine if a sign/flyer/poster or banner is ready for approval

1. Your sign/flyer/poster or banner must meet the following criteria for approval:
 - a. Must be posted by:
 - i. A registered faculty, staff or student organization
 - ii. An administrative or academic department
 - iii. An individual student, faculty or staff member
 - b. Acceptable reasons for posting:
 - i. Advertisement by individual students, faculty or staff for roommates, subleases, or sale of personally owned and used property.
 - ii. Event or fundraiser hosted by faculty, staff or student organizations that benefits:
 1. The faculty, staff or student organization
 2. An off-campus, tax-exempt organization
 - c. Events being advertised must not be more than 14 days away.
 - d. Advertisements for an off-campus group will NOT be approved for posting.
 2. Size Requirements: a sign/flyer/poster should be no larger than ½ of a regular poster board (14 in. x 22 in.). This is necessary to allow all students, faculty, and staff an opportunity to advertise in limited areas.
 3. Have your student, faculty, or staff ID available when you bring the sign/flyer/poster or banner to UC 111 for approval.
 4. Be prepared to leave a copy of your sign/flyer/poster or banner with the Office of Student Development with your name and contact information.
 5. Signs/flyers/posters, when approved, may be posted for 14 days. Banners, when approved may be posted for one week and may be renewed for one additional week. Banner space should be reserved ahead of time to guarantee availability.
 6. Approved signs/flyers/posters must be posted on bulletin boards ONLY, with the exception of RBS and RBN, where they may be taped to the glass around the stairwells until bulletin boards are placed in the building. Signs/flyers/posters in unauthorized locations are in danger of being discarded. Under no circumstances should signs/flyers/posters be posted on doors, windows, walls, or in restrooms.
 7. Signs/flyers/posters should be removed within 24 hours of an event by the posting organization.
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T-Stand Advertising

1. T-stand flyers will be displayed for one week at a time and must be for events that are NOT in the upcoming 7 days.
2. Flyers must be submitted to the Office of Student Development by 5 pm Friday for placement the following Monday.
3. Flyer placement is available for faculty, staff or student organizations or for administrative or academic departments.
4. Available T-stands will be evenly divided between all organizations that submit flyers for the week with the exception of events hosted by the Office of Student Development

As a UT Tyler representative, it is important to follow The University of Texas System's and UT Tyler's policies. If you are unsure or need further information/clarification on these policies, please consult the Manual of Operating Policies and Procedures, Chapter 6 at <http://www.uttyler.edu/mopp/chapter6.html> or UT System Regents' Rules at <http://www.utsystem.edu/bor/rules>