

### ***Flyers/Posters***

- Flyers and postings must be 11"x17" or smaller. Materials larger than 11"x17" are too large and diminish advertising capabilities on bulletin boards.

Student Activities has designated posting areas (bulletin boards) for the following types of postings:

- **ON-CAMPUS EVENTS & PROMOTION:** Postings for on-campus events and publicity by recognized Student Organizations and on-campus departments only.
  - Designated locations - large bulletin board on the second floor, bulletin board space near the Mail Center.
- Postings are limited to 1 flyer per organization in each designated area. **If more are found, they will be removed and discarded.**
- **ALL OTHER FLYERS/POSTERS:** Postings for off-campus events, businesses, housing, items for sale etc.
  - Small bulletin board adjacent to the ATM (marked ***Common Events***), bulletin board at the bottom of the stairwell leading away from the Crest Room (marked ***Common Events***). **If postings are found in either of these non-designated areas, they will be removed and discarded.**
- Flyers and other postings are limited to bulletin boards. Nothing is permitted to be affixed to the floors, walls, windows, or doors either inside or outside of McCullough. **If postings are found in any of these non-designated areas, they will be removed and discarded.**
- Advertising for on-campus services that do not have dates associated with them (i.e. Career Center, Learning Center, LaunchNET, etc.) may be posted for 30 days. Departments may email, Student Activities, [saoffice@middlebury.edu](mailto:saoffice@middlebury.edu), if they need a flyer to be posted for longer than the 30 days.
- Bulletin boards that have been assigned to specific departments MILC, RLC and SCB, Student Activities and MCAB.
- The Student Activities Office reserves the right to refuse to post materials that may be deemed in violation of the Anti-Harrassment/Discrimination policy or it deems racist, discriminating, or sexist in nature.