



Document History

Responsible Administrator: VP Student Affairs

Responsible Office: Dean of Students

Effective Date: 10/1/2015

Approved by: President

Date of Revision: 10/10/2018

Date Reviewed (no substantive changes): 9/21/2023

Sign/Flyer/Poster Policy and Approval Form

Policy Statement

Southeastern Louisiana University encourages and supports widespread promotion of sanctioned and approved campus events and activities as a vital part of a thriving university community. At the same time, the University recognizes that an attractive physical environment is crucial to the overall advancement of the university.

Purpose of Policy

To ensure printed posters, signs, notices, and other materials distributed on campus be in good taste and posted in a manner that does not detract from the physical appearance of the campus, block walkways, or damage building or other surfaces.

Applicability

This policy applies to all Southeastern students, faculty, staff, and visitors.

General Regulations

- A copy of all signs, flyers, posters, notices and/or advertisements (other than those through the student newspaper and/or athletic programs) for the University community must be presented to the Dean of Students, in room 2409 of the Student Union, as appropriate for display, for approval.
- The posting of signs, notices, and/or advertisements on other than University bulletin boards by individuals and/or organizations is PROHIBITED. This includes doors, windows, hallways, walls of buildings, poles, and trees.
- Permission to post signs on the outside of buildings must be obtained from the building coordinator.
- Yard signs and signs on wooden frames are not permissible on Southeastern's campus with the exception of those promoting major University events such as Graduation, Orientation, Athletics, etc. Permission for University approved yard signs must be obtained from the Dean of Students.
- Display of sexually suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed.
- Chalking on buildings is not permitted.
- Chalking on sidewalks is not permitted without permission from the Director of the Student Union and Dean of Students Office.

- Advertisements/flyers may not, under any circumstances, be placed on automobile windshields or indiscriminately handed out to passers-by.
- University Police, Physical Plant, and building coordinators are authorized to remove.

[end of policy]



Sign/Flyer/Poster Approval Form

ORGANIZATION/BUSINESS: _____

INDIVIDUAL MAKING REQUEST: _____ PHONE: _____

SIGN CONTENT (EXACT WORDING OR ATTACH SAMPLE):

This form must be signed by the building coordinator who will advise concerning the appropriate manner and place for posting signs. Permission must be granted by the building coordinator(s) before the signs are to be posted.

LOCATION OF SIGN(S)

SIGNATURE OF BUILDING COORDINATOR(S)

This form must be returned to the Dean of Students, in room 2409 of the Student Union, after being signed by Building Coordinators.

REMINDER: SIGNS ARE TO BE REMOVED BY THE DAY FOLLOWING THE EVENT ADVERTISED.

FINAL APPROVAL: _____

Dean of Students

Date Approved