

Guidelines for Posting Materials in the LRC

Postings by students, off-campus organizations, or private individuals must be stamped *Approved for Posting* by Student Engagement located in the Student Services Building, Room 107.

Bulletin boards for posting materials in the LRC are located on the 1st floor in the south vestibule and in the north hallway. A third bulletin board is located on the 2nd floor near Room 241. Materials may not be posted anywhere else in the building.

Postings must be clearly marked with the name of the sponsoring office or organization and a date on which the posting may be removed. Otherwise, postings will be removed from bulletin boards weekly.

The preferred size of postings is 8½" x 11" or smaller; posters up to 11" x 17" may be approved in limited situations by an LRC administrator only.

Use pushpins or thumbtacks only to hang materials on bulletin boards. Do not use tape or staples.

Materials must be hung so that they are contained entirely within the outside edges of the bulletin board.

Postings may not hide content of other postings on the bulletin board.

Only one poster or flyer regarding any one event is allowed on each bulletin board.

Postings are not permitted on cars, lockers, personal property, painted, wooden or glass surfaces.

Postings violating these policies or containing material in violation of College policy will be subject to immediate removal.

If you have questions or concerns about the bulletin boards, please contact the LRC dean at 405.733.7913.

Note: If you wish to post in digital format, you may send an individual Powerpoint slide formatted in widescreen layout or a JPG/PNG image sized at 1920 x 1080 pixels to Chris Meyer, cmeyer@rose.edu. A dark background with light text shows up best on the TV's. Keep the text at a size of 24 or larger if you want people to be able to read it. Include a date somewhere on the slide so that it can be removed at an appropriate time. We will do the best we can to post in a timely manner, but we cannot guarantee timeframe for digital posts.