



## Regulations for Posting Flyers and Posters on Delgado Campuses and Sites \*

### *ALL flyers and posters must be:*

- Approved and stamped in the Office of Student Life (or by Site Administrator for the respective campus/site). This may take a maximum of 48 hours. *Note: Departmental postings do not need to be approved or stamped by the Office of Student Life (or by Site Administrator for the Campus/Site).*
- Posted by the requestor

### *ALL flyers and posters must NOT:*

- Be posted more than 30 days
- Contain vulgar, offensive or distasteful verbiage or images
- Be posted on glass, paint or wallpapered surfaces
- Be posted on departmental bulletin boards without departmental consent
- Be posted on trees, posts or railings
- Be placed on vehicle windshields

### Posters or Flyers for Delgado-sponsored activities (Departments and Student Organizations)

- May post 30-35 flyers or posters total
- Must be posted on bulletin boards that are labeled “Departments/Student Organizations”

### Posters or Flyers Selling Textbooks

- May post 8 flyers or posters total
- Must be posted on bulletin boards that are labeled “Textbook Sales”

### Posters or Flyers for non-Delgado sponsored activities

- May post 10 flyers or posters total
- Must be no larger than ½ page (8 ½ X 5 ½)
- Must be posted on bulletin boards that are labeled “General Use/ Non-Delgado Related”

Policy Reference: [SA-001, Procedures for Posting Flyers and Posters on Student Life Bulletin Boards.](#)

*Updated 2/20/18*