

Trojan Center promotions policy
Last update, 4/18/18

General information:

Currently there is one bulletin board located on the main level of the Trojan Center. Only posters/flyers promoting a specific DSU function or event are allowed to be posted on the Student Union bulletin board.

Posting may only be displayed on this board unless permission is granted by the Trojan Center manager or their designee to post somewhere else in the building. Posters must be brought to the Student Services Center during regular office hours. Staff will approve them, date them and attach them to the bulletin board.

Designated Trojan Center staff members will monitor bulletin boards daily and pull any posters not approved and placed by Trojan Center staff. The staff will either date and reposition unauthorized posters or attempt to return them to the owner if they can figure out who that is.

DSU recognized clubs and organizations promotion:

A designated section of each of the bulletin board located on the main level of the TC will be devoted to placement of posters promoting a general awareness of a group's existence. No more than one poster per board per group may be displayed. Each poster may be no larger than 11" X 17". These posters may remain up for the entire academic year if the information remains relevant.

Promotion of a DSU affiliated service or product:

A designated section of the bulletin board located on the main level of the TC will be devoted to placement of DSU affiliated only posters promoting services or products. No more than one poster may be displayed. Each poster may be no larger than 11" X 17". The author is asked to consolidate information onto one poster if multiple points follow a central theme. These posters may remain up for the entire academic year if the information remains relevant.

DSU affiliated event promotion:

A designated section of the bulletin board located on the main level of the TC will be devoted to placement of DSU affiliated time specific event posters. We will accept posters up to two weeks in advance of the date of the event. No more than one poster per board may be displayed. Each poster may be no larger than 11" X 17". The author is asked to consolidate information onto one poster if multiple points follow a central theme.

Study/leadership/other opportunities promoted by credible sources:

A designated section of the bulletin board located on the main level of the TC will be devoted to placement of posters of this nature. No more than one poster per board may be displayed. Each poster may be no larger than 11" X 17". These posters may remain up for the entire academic year if the information remains relevant and space allows. TC staff reserve the right to remove them after a minimum of two weeks if necessary.

Management reserves the right to adjust any timeline contained in the body of this policy based on the demand for bulletin board space.

Management reserves the right to ask bulletin board user groups to reduce the size of their posting if demand for bulletin board space warrants such a request.

Student Union bulletin board space will not be available for general off campus posting materials.

Reserved promotion space:

Entities wishing to distribute or promote through advertising any material; pass out literature as well as directly requesting donations, contributions, support, personal promotion, opinion, or membership from individuals or groups may reserve table space for two days in advance of the event day and the event day itself. People must confine their interaction with others to the table itself or specifically around the perimeter of the table. Individuals cannot walk freely throughout the Trojan Center promoting their activity. Individuals may verbally encourage those walking through the building to visit with them or visit the table display but they may not impede anyone's progression through the building. Exceptions to this policy will be determined on a case by case basis at the discretion of Trojan Center management personnel. Table space is available for reservation through the Live 25 Reservation System.

Flyers:

Are only allowed as an item that is passed out to students who choose to interact with individuals working at the approved table space promotion location. Flyers, or similar promotional pieces, may not be randomly placed on furnishings or walls throughout the building without special permission from Trojan Center management personnel.

Table Tents:

May only be placed in the napkin holders [table tent holders provided by the Trojan Center] on the tables in the Marketplace seating area. The proper number (53) and size must be brought into the Student Services Center for placement. Table tents will only be placed for activities that are date specific. They may be displayed for two days in advance of the event day and the event day itself. Inventory must be brought to the Student Services Center by no later than 9:00am one working day in advance of the first posting date. Trojan Center staff will place and remove them based on this schedule. Placement approval will be granted on a first come, first serve basis. A promotion piece will be displayed on one half of the two panel unit only. Therefore, up to two separate activities/events may be displayed at any given time. Exceptions to this policy will be determined on a case by case basis at the discretion of Trojan Center management personnel.

Sandwich board promotions:

Date specific events may be promoted on the sandwich boards or similar devices on a first come, first serve basis. They may be displayed for two days in advance of the event day and the event day itself. No more than (2) boards may be used. Placement will be at the discretion of Trojan Center management personnel. Promotion pieces may be displayed on both sides of the boards unless two entities are promoting approved events at the same time. In this case, one side will be used for each activity.

Exceptions to this policy will be determined on a case by case basis at the discretion of Trojan Center management personnel.