



**Dalton State College  
Office of Student Activities  
Posting and Publicity Policy**

All publicity and promotional material for on and off-campus events and activities, including but not limited to: posters, notices and banners must be approved by the staff of the Office of Student Activities Office at Dalton State College. Publicity also must carry the Office of Student Activities stamp before being posted. All publicity and promotional material must carry the name of the sponsoring organization or individual responsible for the event or activity. Signs and flyers should not contain lewd or offensive words, symbols, or pictures.

All material submitted for approval will be posted by Office of Student Activities personnel in approved locations. These approved locations include but are not limited to the Pope Student Center and the Student Activities' bulletin boards located around campus. Flyers promoting off-campus events or services may be posted only on the community bulletin board located in the Pope Student Center.

No signs or flyers are to be posted on the building exterior. Signs and flyers should not impair the safety of traffic or pedestrians.

All material should be submitted in a size no larger than 11" x 17". In certain situations, expectations will be made to this regulation. Approval to post items larger than 11" x 17" should be obtained before said items are printed.

The timely posting of printed material is based on timely receipt of material.

Any material posted in unapproved locations, not bearing the Office of Student Activities stamp or otherwise not in compliance with these regulations will be removed.

Dalton State College's input as to the relocation and timing of posting advertisements may be required in certain circumstances. Dalton State College reserves the right to remove, or to request the removal of, any signs/posters/advertisements and the student organization/individual may be restricted from further postings.