

Posting for Non-Approved Flyers

Non-Approved flyers include flyers and posters for community events and items for sale by people in the community.

Currently there is one kiosk available for all non-approved flyers located in the lower SRC walkway next to the student 24-hour TV lounge.



Electronic Posting Boards

With the new outside electronic message boards Public Information has created an intranet web site to make requests for college announcements. The locations of the new message boards are:



- At the southeast corner of Lambert Road/Fawell Boulevard
- At the northwest corner of Park Boulevard/College Road
- Inside at the South entrance near the main cafeteria

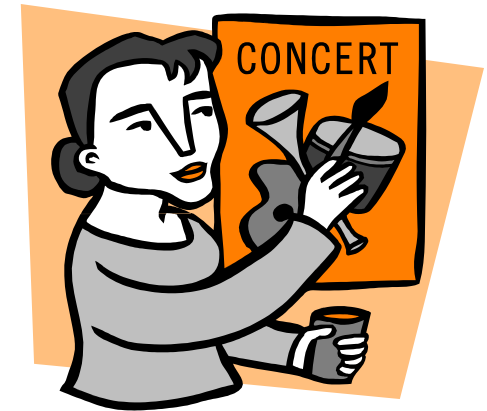
Employees with access to the college intranet (www2.cod.edu/announcements) are now able to electronically request announcements to be placed on:

- Electronic message boards
- Plasma signs
- The MyCOD portal announcements section
- The monthly Events in the calendar online

Public Information asks that all requests for these signs be made through this web site. This information is just provided as a courtesy. Student Activities does not oversee any part of electronic posting.

Student Activities Guide to...

Posting On Campus



Everything you need
to know about
posting flyers,
posters and
advertisements on
campus.

Rules for Bulletin Board and Flyers

- All materials to be posted on campus must be approved by the Student Activities staff. An approval stamp with a removal date will indicate approval.
- Only materials which promote events / services sponsored by a college department or a student club / organization may be posted on campus boards.
- The materials must include the words College of DuPage or C.O.D. (or logo) and the name and phone number of the sponsoring group or office. If this information is not included we will return it to you to be added before posting.
- All materials advertising events must include the following ADA statement at the bottom— "For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-9692 (TDD).
- Up to 80 flyers size 8 1/2 x 11 and up to 45 flyers size 11 x 14 or 11 x 17 will be allowed for one event. If more copies are submitted for posting, any additional materials will be recycled.
- We recommend always using 8 1/2 x 11 size. This allows us to put up a maximum amount of postings.
- Each flyer submitted must be accompanied by a flyer submission form.
- Submissions advertising events should be submitted at least two weeks prior to the event. If a submission is received for an event that is less than one week away from when it will be posted, our posting staff may be unable to hang all the flyers. Please note that posting is ONLY done on the weekends.
- Posting requests delivered to the Student Activities office will be accepted with the understanding that until these requests can be reviewed by staff their placement cannot be guaranteed.
- Copies of the submitted materials will NOT be made.
- All materials to be posted must be submitted to the Student Activities office by 5 pm on Thursday to guarantee posting for that week. The posting of flyers and banners is only done on weekends.

Bulletin Board Flyer Locations

These areas are where up to 80 8 1/2x11 or up to 45 11 x 14 or 11 x 17 flyers will be posted for up to 16 weeks as space permits.

- IC Building Classrooms
- IC entryways and lounges
- Entryway of West Campus buildings
- Regional Centers



Poster Locations

These areas are where 11" x 17" and not larger than 36" x 48" posters will be posted for a maximum of six weeks. If locations become full we may not be able to hang any additional materials.

- Cafeteria Windows (double-sided)
- MAC Tunnel
- PE Tunnel
- SRC/IC Foyer
- SRC North Entrance to the right of SRC 1710

Posting "Day of Event" Advertising

When posting directional signs and day of event advertising the following information must be included on the sign:

- Name of sponsoring group or office
- Location of event
- Date & time of event

Signs can be put up the morning of the event and MUST be taken down immediately after the event. PLEASE do not adhere signs to painted surfaces. Use only masking or scotch tape. Signs cannot be placed on entryway doors.

