Office of Student Activities

Campus Posting & Communication Guide

Mary Baldwin University has developed the following guidelines for posting:

General Posting

* No posting on any painted or wood surfaces, inside or out, with the exception of bathroom stall doors.
* No posting on lamp posts.
* No posting on the doors to Hunt Dining Hall and main entrance doors or within Grafton Library.
* The use of certain bulletin boards is restricted to specific departments and student organizations after completing the Bulletin Board Request Form (6-1).
* Only Scotch Removable Magic Tape is allowed for posting.
* Clubs and organizations are responsible for removing their material no later than two days after the event.

Residence Halls Posting

* Posting is permitted on glass only.
* Internal posting is permitted on bulletin boards and in the bathrooms. Special-Interest Posting
* Posting soliciting or announcing rides from or with another Mary Baldwin student may be posted on the Ride Board in Hunt Dining Hall.
* Posting for book sales, sale of personal items and jobs in the community is permitted on the Trading Post Board in Pannill Student Center.
* Posting for apartments for sale is permitted on the Off-Campus Housing Board in Pannill Student Center.

Sidewalk Chalk

* Messages may be chalked on concrete sidewalks only, but not under building overhangs.
* Each individual (in the case of election candidates) or organization may place 10 messages on sidewalks with a maximum size each of 4 feet by 4 feet (16 square feet).
* Buildings and other painted surfaces are difficult to rid of chalk and are not to be chalked.
* Streets must be left clear of marking such as stop signs and fire lanes.

Banners

All banners have a limit of five days that they may be hung from any location.

* Hanging Banners
	+ Only professionally made banners may be hung off of Grafton Library and the Student Activity Center. Banners hung in these locations must be hung by Physical Plant.
	+ Homemade banners may be hung outside of Carpenter Academic (north side of the building) and outside of lower campus residence hall rooms (south side of Spencer, Woodson and Hilltop). Do not hang homemade banners in times of inclement weather.
* Lawn Banners
	+ All banners to be displayed on the lawn must be approved and hung by Physical Plant. No lawn banners can be displayed from March to October or during times of ground maintenance.

Electronic Communication

Mary Baldwin University has an Announcement message service for general announcements of interest to the college community.

Messages are submitted via a web form at https://academic.MaryBaldwin.edu/announcements/. To use the Announcement service web entry form you must authenticate using your MBU Username and MBU Password. All fields must be completed. No attachments are allowed as a precaution against spreading computer viruses. All messages are sent to members of the announcement service list.

* Messages should be courteous and as brief as possible.
* Messages are limited to communicating information about events of broad interest.
* Messages should pertain to officially recognized campus events.
* Messages may be reviewed for accuracy and appropriateness.
* No For Sale items are allowed.
* Announcement Digest is not to be used as a vehicle for promulgating opinions or beliefs.

**PUBLICITY POLICY**

As of August 29th, 2016 clubs are only to send advertisements for events through either Mary Baldwin Announcements or the Inter-Club Council Newsletter. This is to cut back on the amount of Emails the student body receives about one event. The Newsletter will be sent to the student body on Sunday of each week during the school year.

**Sending information to Mary Baldwin Announcements:**

* In order to send information to Mary Baldwin Announcements clubs must post about the event on the Events at MBU thread at [http://www.MaryBaldwin.edu/forums/](http://www.marybaldwin.edu/forums/)
* The Inter-Club Council requests that clubs and organizations post events no later than one week before the event if choosing to advertise through the Mary Baldwin Announcements page.
* If a club misses the deadline for the Inter-Club Council Newsletter a club can advertise the event through the Mary Baldwin Announcements since the MBU Announcements are updated daily.

**Sending Information to the Inter-Club Council Newsletter:**

* All information is to be sent to icc-sga@marybaldwin.edu
* Clubs and Organizations should include in the email a short (60 words max.) description of the event as well as information concerning who is hosting the event, when the event is, and where it is taking place. A picture for the event may also be sent, but is not required.
* The Inter-Club Council Requests that all event details be sent in at least two weeks before the event in order to reach the student body effectively.
* In order for the Information to be sent in the newsletter it must be emailed by 5pm on the Thursday a week before the event.
* If a club wants to advertise an event in the newsletter it must be sent to sga-icc@marybaldwin.edu no later than a week before the event.

**Additional Options: Advertising For The Event.**

* Make posters and post them around the school.
	+ Clubs are allowed to place flyers/posters on the windows of any building, except the main doors in Hunt Dining Hall and Grafton Library, with clear Scotch Tape. Do not put flyers/posters on walls in any buildings except for the dormitories.
	+ Be sure to ask each hall’s RA for permission to post flyers.
* Look into chalking the sidewalk so students can read about the event as they walk.
	+ Please see *Campus Posting & Communication Guide* for more details about campus advertising.
* If the club has a Facebook page, another way to advertise is by creating an event page.
* Submit your event information to sga-icc@marybaldwin.edu and it will be added to the weekly newsletter sent out every Sunday.
* MBU Announcements is another way to spread the word to all campus since it is published daily and goes to students, faculty and staff.
* Questions? Please contact the Director of Student Activities in Kable House, or ICC at (sga-icc@marybaldwin.edu)