

W&M STUDENT UNIONS & ENGAGEMENT

Policy 09 – Sadler Posting Policy

Rationale: This policy exists as a supplement to the campus posting policy to help manage postings in the Sadler Center.

Application: Applies to posting inside and directly outside of the Sadler Center.

Responsibility for Policy Administration: Senior Associate Director, implemented by Information Desk.

Policy: Public posting is allowed in and immediately around Sadler as outlined below.

Flyers may be posted on the bulletin boards located throughout public spaces in Sadler. Flyers may be displayed for up to 2 weeks.

Posters can be reserved for display in frames by the Information Desk. Posters may be in place for 5 days.

A-frames/sandwich boards can be reserved for use outside the entrance to Sadler adjacent to the Cohen Career Center. A-frames may be in place for 1 week.

Whiteboards are available for use throughout public spaces in Sadler. Whiteboards will be erased daily or weekly.

- Staples are not allowed for any posting type. Any posting put up with staples will be removed.
- Postings must be no larger than 8 ½" x 11" for flyers, and no larger than 24"x36" for posters and A-frames.
- Postings should not be posted on walls, doors, windows, columns, bathroom stalls, etc.
- Postings that do not adhere to the above guidelines will be removed by SUE staff.
- Provisions of the campus posting policy are in effect at all times.
- Note: It is a best practice for QR codes to also include a full or shortened URL address adjacent to the code for accessibility.

Instructions for use will be provided at each acceptable posting location within Sadler.

A-frames/sandwich boards

- A-frames are available for reservation only by university departments. One is reserved for Sadler departments/units at all times.
- Three spaces are provided at the entry of Sadler (adjacent to the Cohen Career Center) for display of A-frames.
- These spaces can be reserved through SUEvents (email SUEvents@wm.edu).
- Spaces can be used for up to 1 week.
- Advertising can be used for a campaign or a single event.
- A-frame(s) must be removed by the reserving party no more than one business day after the scheduled end of the reservation.
- No auxiliary postings may be added onto the A-frame (extra flyers, handouts, balloons, etc.).

Poster reservations

- Posters are available for reservation only by university departments and registered student organizations.
- Posters must be reserved through the poster reservation form on the Student Unions & Engagement (SUE) website.
- Reservations must be requested three (3) business days in advance.
- Reservation information must include organization name, contact information (name & email), desired display timeframe, and indicate if the poster will be picked up or not.
- The information desk attendant will send a confirmation email confirming the request.
- If the timeframe requested is not available, an information desk attendant will coordinate an alternative date.
- Please drop off the poster at Sadler Information Desk at least one (1) day before the requested date.
- Posters may be on display for five (5) business days (M-F).
- **Reservation extension requests may be granted through the poster reservation form.**
 - Requests may only be granted if there are spaces available.
 - If a different group submits a request after the initial group's display timeframe has expired and there are no other spaces available the initial poster will be removed and the group notified.
- If poster pick-up is requested, the listed contact person will be notified when the poster is ready for pick up. Otherwise, the poster will be discarded.

Whiteboards

- White boards are available for “in the moment” use (while directly occupying a space) and for short-term advertising by student organizations and university departments.
- All advertising must follow the regulations of both the university and Sadler-specific posting policies.
- White boards in public spaces are cleared daily or weekly by SUE staff depending on location.
- Only white board-specific markers may be used. The Sadler Info Desk can lend markers out for this use.
- No postings of any other sort (flyers, posters, etc.) may be placed on white boards. Postings of this nature will be removed.