



Title	SCEC Posting Guidelines and Practices
Responsible Office	Student and Campus Event Centers
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## SCEC Posting Guidelines and Practices

The Student and Campus Centers' (SCEC) posting guidelines complement [Georgia Tech's Freedom of Expression Policy and Procedures](#) while addressing sustainability, maintenance, and safety guidelines. Note that an individual's counter-speech may not deface or materially change the meaning of another community member's previous or prior existing expressive activity.

### Flyers on Vertical Surfaces

*SCEC bulletin boards are currently available on the first and second floors of the John Lewis Student Center and the first floor of Exhibition Hall. Bulletin boards are available in West Village Dining Commons on the first, second, and third floors.*

- In compliance with Georgia fire code and local regulations, SCEC instituted a safety practice to limit flyer postings on building interiors to community accessible bulletin boards. Specific posting policies on institutional bulletin boards vary across university buildings.
- Flyer posting is impermissible on sidewalks, streets, building exteriors, benches, light poles, bike racks, windows, doors, landscaping, or other unapproved surfaces and spaces. Water-soluble chalk may be used on uncovered sidewalks that are exposed to the elements.
- SCEC requests a copy of the flyer be delivered to the Information Desk prior to posting.
- All flyers must include the name of the organization posting the flyer and a working email address monitored by the appropriate leadership of the organization.
- Only one flyer per event/issue/topic may be posted on any applicable bulletin board. Repetitive postings will be removed.
- Flyers should not be larger than 8.5 x 11 inches whether in portrait or landscape format.
- Flyers that do not refer to dated events may be removed on a weekly basis by administration.
- Flyers that refer to dated events will be removed after passage of the relevant event date. SCEC Administration will remove flyers on occasions when preparing for major university events or subsequent space reservations.
- Thumb tacks are the preferred means when adhering posters or flyers to public bulletin boards. Magnets are preferred when such bulletin boards are magnetic.

### Plasma Promotions

- Plasma promotions are a digital flyer opportunity for community groups to display flyers across the John Lewis Student Center, Exhibition Hall, and West Village Dining Commons.
- To submit a plasma promotion, please visit the [Advertise in Our Spaces](#) page on the SCEC web site.
- Ads will be displayed in the Student Center, Exhibition Hall, and West Village Dining Commons.
- Ads will go up within 3 business days following submission.
- Ads should be received at least 1 business day before the requested posting date.
- All ads will be displayed without sound.
- Format Requirements:
  - The file containing the ad should include the student group/department's name.



- Ads must be in landscape orientation.
- Ad dimensions must be at least 1460 x 830 pixels.
- The file containing the ad must be JPG or PNG format.
- Plasma ad submissions must follow the above submission standards, or they will not be posted.
- Pricing:
  - Registered Student Organizations: Free
  - Institute Departments: \$25/week
  - Off-Campus Vendors: \$75/week