

Office of Student Activities
POSTING APPROVAL REQUEST FORM

Check all that apply and complete the corresponding sections below.

Material/Flyer Approval Copy Service Request Banner Request Chalking Request Graphic Artist

MATERIAL/FLYER APPROVAL: *(Attach the material to be considered for approval to this form)*

Your Name: _____ Organization/ Department: _____
 Date Submitted: _____ Phone: _____ Email: _____

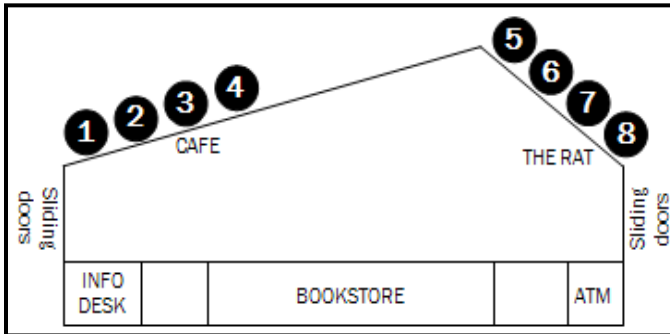
COPY SERVICE REQUEST:

of Originals _____ X # of Copies _____ = Total # of Copies _____

<input type="checkbox"/> One Sided <input type="checkbox"/> Collated <input type="checkbox"/> Two Sided <input type="checkbox"/> Collated & Stapled	<p style="text-align: center;">Colored Paper (if available)</p> <input type="checkbox"/> Blue <input type="checkbox"/> Buff <input type="checkbox"/> Gray <input type="checkbox"/> Goldenrod <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Salmon <input type="checkbox"/> Tan <input type="checkbox"/> Yellow
--	---

BANNER & CHALKING REQUEST: *(Attach a sketch or photograph of the exact description of banner content or chalking text)*

Banner Space Choices:



Dates requested:

Preferred Dates:

Sunday, _____ @ 8pm to
 Sunday, _____ @ 8pm

Alternate Dates:

Sunday, _____ @ 8pm to
 Sunday, _____ @ 8pm

Preferred Location (please rank 3 top choices):

#1 _____ #2 _____ #3 _____

GRAPHIC ARTIST REQUEST:

<input type="checkbox"/> BANNER (You must provide the twin sheet with this form. Only one banner per organization per week.)
<input type="checkbox"/> FLYER Requested Size (Please circle one): [8.5"x11"] [8.5"x14"] [11"x17"] Color (circle one): Blue Cherry Green Pink Salmon White Yellow
<input type="checkbox"/> TABLE TENT Color (circle one): Blue Cherry Green Pink Salmon White Yellow
<input type="checkbox"/> OTHER (i.e. Brochure, Signal Ad, Logo, etc.) _____

Date Needed: _____

Additional Notes: _____

AGREEMENT (Please read the procedures and guidelines on the reverse side of this form.)

I have completed this Approval Request form and have read the Posting Request Guidelines on the reverse of this form and agree to ensure that my organization/department complies with all the rules, regulations, and procedures described within.

Name (Please Print Legibly): _____

Signature: _____ Date: _____

OFFICE USE ONLY

Approval _____
Date Time Initials

Banner Space: _____

Chalking Location : _____

TCNJ Posting Guidelines:

All Posting Materials:

- Must be approved by the Office of Student Activities
- Must be approved prior to posting or distribution on the TCNJ campus
- Must adhere to The College's policy against harassment and discrimination which states that communications may not be in "offensively coarse language, or any other manner likely to cause annoyance or alarm."
- May not make advertise alcoholic drink specials or the explicit availability of alcohol
- Must include the full name of the sponsor(s)

Online Approval Process:

1. Download and complete the interactive **Approval Request Form**
2. Send an email to stuactiv@tcnj.edu including:
 - A. Your completed Approval Request Form saved as a .pdf
 - B. Attach the material to be approved as .jpg, .gif, .bmp, .pdf, or .docx file
2. Material will be approved once per day and available by 12pm the following business day in your organization's mailbox*

On-site Approval Process:

1. Bring material to the Office of Student Activities
2. Fill out an **Approval Request Form**
3. Material will be approved once per day and available by 12pm the following business day in your organization's mailbox*

***Please Note:** All others, including TCNJ departments and offices, must pick up their materials in the Office of Student Activities.

Flyers

- Flyers may not exceed 22" x 28"
- Flyers may only be posted on designated bulletin boards using tacks or staples. Posting on bulletin boards specified for residence hall, academic department, or staff is prohibited
- All postings must be removed within twenty-four hours of the expiration date

Mailbox Stuffers

- Mailbox stuffers may not exceed 8.5" x 11"
- Residence Hall stuffers should be provided to hall office staff for distribution
- Faculty and Staff stuffers should be provided to the appropriate department staff for distribution
- Student Organization stuffers should be provided to the Office of Student Activities for distribution

Table Tents (TCNJ ORGANIZATIONS, DEPARTMENTS, & OFFICES ONLY)

- Table tents may not exceed 8.5" x 8.5" X 8.5" when displayed
- Table tents may only be displayed in the Brower Student Center Food Court, Eickhoff Dining Hall, and Travers Wolfe Dining Hall
- All displays must be free standing and may not be affixed to any surface
- Only one table tent per event may be displayed on any single table
- All postings must be removed within twenty-four hours of the expiration date
- Napkin holder displays are for use by TCNJ departments and offices only

Chalking (TCNJ ORGANIZATIONS, DEPARTMENTS, & OFFICES ONLY)

- Only exterior cement sidewalks may be chalked; no steps, buildings, or bricks may be chalked
- All chalkings must be at least 50 feet from any building entrance
- All chalking locations are available on a first come first served basis
- Chalkings are approved for 7 days or until they naturally fade away; whichever occurs first

Banners (TCNJ ORGANIZATIONS, DEPARTMENTS, & OFFICES ONLY)

- Banners may only be displayed in approved locations within the Brower Student Center
- Banner space may be reserved up to four weeks per semester; including consecutive weeks
- Banners are approved for 7 day periods (8:00pm, Sunday through 8:00pm, Sunday) and must be promptly removed at the end of this period. Organizations may not share or distribute their reserved time to other groups or organizations
- Banners may not exceed 66" x 96" (twin sheet) and may not weigh more than three pounds
- Banners may not have liquids, batteries, sharp objects or heavy objects attached
- All banners should be secured using string; use of tape is prohibited

Copying Approved Materials (TCNJ ORGANIZATIONS ONLY)

- Approved materials may be copied
- The Student Finance Board provides a copying service at a cost of \$0.07 per copy, regardless of size
- Student Activity Fee (SAF) funded organizations will have copying expenses automatically deducted from their budgets
- Non-SAF funded organizations or individuals requesting approved materials to be copied must pay cash in advance prior to having copies produced

Graphic Artist (TCNJ ORGANIZATIONS ONLY)

- The Office of Student Activities and the Student Finance Board provides a graphic artist service for all student organizations free of charge
- The graphic artist only produces the original document; copies can be made by the organization
- All requests require 7 days unless otherwise communicated
- Graphic artist requests for banner creation require the submission of a twin sized sheet from the group

Violations of Posting Procedure

- Violations of the posting guidelines may be forwarded to the Office of Student Activities. Please include a description of the violation and the date/time that the violation was observed.
- Those found to have violated the posting guidelines will be contacted.
- Sanctions for violations may include a letter of warning, restriction of posting privileges, and/or restitution for damages.
- Sanctions may be appealed to the Director of Community Standards. Appeals must be submitted in writing within five business days of the date the sanction letter was issued and must include specific reasons for appeal. The decision of the Director is final.

Please Note: The Office of Student Activities is not responsible for lost or stolen materials, for banners that are moved due to incorrect placement or displayed past their expiration date. Approved materials not collected within five business days will be discarded.