



Residence Hall Posting Policy Updated 7/1/17

University departments and active, registered student organizations are required to follow our procedures for posting in the residence halls. Please review the following guidelines before ordering and sending us your marketing materials. The following information pertains to the Lincoln Park Campus residence halls only. Please see the table on Page 2 for detailed hall information.

Posting Process

- Posters must be delivered to the Residential Education office located in Centennial Hall, Suite 302 for approval. Once approved, they will be distributed to the residence halls.
- Approved posters are marked with our department approval stamp. Posters not bearing this stamp in the halls will be removed. Residence Directors may approve materials specific to the building(s) for which they are responsible, however, any posters external to Residential Education and Housing Services must pass through our office for official stamp approval.
- **For access and security purposes, only residence hall staff is permitted to hang the posters in the halls.**
- We highly recommend posters be delivered for approval **at least 1 week in advance** of the date of your scheduled event. Upon arrival in our office, posters are typically delivered to the halls the following business day. Posters delivered for approval inside the 1 week in advance timeline may not be able to be approved.
- We do not print posters; posters must be provided to us.
- Posters will be removed the day after their scheduled event; advertisement of sales or promotions will be removed after 15 days; university campaign posters with no determined expiration date (example: Take Care DePaul) will remain posted at the discretion of each hall's Residence Director.
- **Approval from other offices on campus does not supersede approval for posting in the residence halls.**
- Residential Education reserves the right to refuse the posting of materials deemed inappropriate or irrelevant to our residence hall population.

Poster Guidelines

- **53 is the maximum number of posters we accept for posting.** Detailed information on poster quantity distribution per residence hall is listed on Page 2.
- Posters should not exceed size 11 x 17 and cannot be smaller than 5.5 x 8.5.
- **Postcard-sized hand-outs or pamphlets are not permitted.** Similarly, slipping materials under resident room doors and leaving materials at the front desk or in public spaces (lounges, laundry rooms, etc.) are not permitted.
- Scotch tape, packing tape, or any other harsh tape is not permitted for posting. Only masking tape/painter's tape should be used. Pushpins are required for posting on bulletin boards.

Poster Recommendations

- Poster design is crucial. Students tend to ignore bland, text-heavy, black-and-white photocopied posters. We recommend you get creative with your designs for a more eye-catching effect, as students are so often bombarded with posters in the halls and around campus.
- Make sure the date, time, and location of your event is clear and easy to see.
- Monthly or bi-weekly event calendar posters for the halls work best. Frequent advertisements often get wasted because of space issues.
- Avoid two-sided posters and flyers; only one side will be visible when hung up in the halls.
- Be aware of your target audience. First and second year students make up the vast majority of our residential student population. Advertisements should be relevant to student life – this includes on-campus programs and events hosted by DePaul University colleges and departments.

Student Organizations, individuals, or departments that do not comply with our posting policy may lose their posting privileges in the residence halls and/or be subject to the Student Conduct Process.

Residence Hall Information

Posting may only appear in designated areas on residence hall floors, lobbies, and bulletin boards. Each hall's Residence Director approves his/her staff on specific poster placement. In all residence halls, the following posting locations are not permitted:

- Inside Elevators
- Entire entryways of any building
- Entrance doors of halls, resident rooms or apartments
- Glass Surfaces

Residence Hall/ Area	Floors	Designated Areas for Posting
Belden-Racine	5	5
Centennial	3	3
Clifton-Fullerton	5	5
Corcoran	4	5
Courtside	3	1
McCabe	6	7
Munroe	6	6
Sanctuary	5	7
Seton	3	4
Sheffield Square Apartments	-	5
University Hall	4	5
Total # of Posters		53

For more information about our posting policy, please contact the Residential Education office at resed@depaul.edu or 773-325-4211.