



sdsmt.edu

Advertising/Posting Guidelines for Student Organizations

(In accordance with the South Dakota Mines On-Campus Advertising/Campus Posting Policy III-10-1)

All posters must be approved by the Student Engagement Office.

All events must be registered on Rocker Central.

All student and student organization postings must include the following statement: "This is non-university material that is neither endorsed nor necessarily reflective of the views of South Dakota Mines."

All posters must include; the sponsoring group name, contact person, phone number, and/or email address.

Surbeck Center

- After seeking approval from Student Engagement, drop materials off at the Surbeck Front Desk for posting on Surbeck Bulletin Boards (2 copies).
- There is no table top advertising allowed in the Surbeck Center lounges.
- Events you would like to advertise on electronic signs in Surbeck Center, submit to the Student Engagement (slice@sdsmt.edu) two weeks prior to posting. The ad needs to be a ratio of 4:3 (typical landscape Power Point slide) –jpg, bmp, flash files, avi, or ppt.

Campus

- **Academic & Administrative Buildings**- In addition to having Student Engagement approval, you will need to seek permission from the appropriate department before posting.
- **Spirit Rock**- a limited public forum open for advertising recognized university events and events of officially recognized student organizations. Use and painting of the rock must contain date and time of the event. It may be used on a first come first served basis and should only be painted **3 days** in advance of the event. It cannot be repainted until the event currently advertised has commenced.
- **Chalking**- chalking on the sidewalks is only permitted for advertising events of the University and recognized student organizations. Chalking is not permitted on any buildings or within 10 feet of a building entrance. Chalking must be approved by the Student Engagement office before the chalking is to occur. The student organization sponsoring the event is responsible for removing the chalking within 24 hours following the event. All chalking materials must be water soluble.
- **Sidewalks**- posters are allowed to be placed on sidewalks. They cannot be within 10 feet within a building entrance, on an incline or stairs, and cannot be placed on doors or buildings. All fliers must be removed 24 hours following the advertised event. Only use blue painters tape when placing posters on sidewalks.

Weekly What's Up

- The WWUP is sent out every Friday. Student organizations that would like their event included in this newsletter should email their event information to slice@sdsmt.edu by 4:00 pm the Wednesday prior to the newsletter being sent out. Events will only be advertised for the week they take place.

Residence Life

- In order to advertise within the Residence Halls, submit 48 fliers to the Residence Life Office for distribution to Residence Life staff who will post the fliers.
- Fliers taped to doors/windows will be removed.

(All student organizations are responsible for adhering to the South Dakota Mines On-Campus Advertising/Campus Posting Policy III-10-1)

CONTACT

For more information contact Student Engagement at
605-394-2336 or at slice@sdsmt.edu