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Direct inquiries to: Assistant Director of Event Services  
Alumni Memorial Union Event Services Office

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**Publicity Postings in the AMU**

Postings must be placed only on designated public bulletin boards located on the first floor of the Alumni Memorial Union (AMU).

1. Registered student organizations should obtain approval for all publicity through submission of their event approval request in Marquee. Postings for university departments and off campus groups do not require prior approval. Any expression on flyers, posters and signs that is indecent, obscene or offensive on matters such as race, age, ethnicity, gender, disability, sexual orientation or other legally protected basis is inconsistent with accepted norms of conduct at the university and will not be tolerated. Such postings will be removed immediately.
2. The requester will be responsible for posting their flyers on the bulletin board.
3. The requester is permitted to put up no more than two of the same flyers per bulletin board. If there are more than two of the same flyers on one bulletin board, the additional flyers will be removed and discarded immediately.
4. Posting should not cover current postings belonging to other organizations or individuals.
5. Flyers posted on buildings, restrooms, windows, glass doors and/or elevators within the AMU will be removed even with a stamp of approval.
6. The Alumni Memorial Union staff monitors the bulletin boards and removes all content on a weekly basis.
7. Organizers of meetings and/or events who have received an Event Confirmation for space rental in the AMU may hang non-permanent signage inside their reserved space for the duration on their reservation. Any expression on flyers, posters and signs that is indecent, obscene or offensive on matters such as race, age, ethnicity, gender, disability, sexual orientation or other legally protected basis is inconsistent with accepted norms of conduct at the university and will not be

tolerated. Signage should be hung with blue painters tape and removed by the requestor at the conclusion of their meeting/event.

8. If a requester from outside the university is interested in posting flyers in the AMU the same process will be followed.
9. The above protocol does not apply to bulletin boards, tables or glass cases overseen by departments housed in the AMU. Departments are responsible for this content.

### **Publicity Approval for Registered Student Organizations**

1. All posters and publicity advertising student organization events need to be approved by the Office of Engagement and Inclusion via Marquee before they are posted on campus
2. Flyers hung on campus that do not appear as approved on Marquee are NOT approved to post and will be removed.
3. Some postings locations do require advanced reservation:
  - a. Residence hall floors, lobbies or dining hall table tents  
CONTACT the Office of Residence Life
  - b. AMU staircase banners, display cases, table tents and coffee sleeves  
CONTACT the AMU Event Services Office
  - c. Academic department bulletin boards  
See Marquette University Policies and Procedures, 6 – 10 Non -Permanent Signage Policy
4. Publicity for dances require specific information, and approval is subject to meeting the policies on hosting a dance.

More Information on these procedures and policies can be found under the Student Organizations Policies.

### **Poster Printing for Registered Student Organizations**

A limited number of posters to advertise your student organization's event can be printed through the Student Affairs Marketing Office at no cost to your organization. The link below will provide you with specific guidelines and link to request a project.

<https://www.marquette.edu/student-affairs/communications.php>

### **AMU Display Cases and Stairwell Banner Requests**

**AMU Stairwell Banner** space is also reservable for university departments and registered student organizations through the AMU Event Services Office (AMU 245). Banners space can be reserved up for up to a two (2) week period.

Size standards include:

- Portrait 3' (W) x 4' (L) all stairwell sides
- Landscape 5' (W) x 3' (L) north and south side railing only

**Display cases** are located on the first floor of the Alumni Memorial Union. Display cases may be reserved for no more than two (2) weeks. Sponsoring organization is responsible for set up and tear down.

### **Table Tents**

Table Tents are permitted in the Alumni Memorial Union Marquette Place, residence hall dining rooms and the Raynor Memorial Library Brew at the Bridge.

- Reservable for one (1) consecutive week maximum per event.
- The Office of Engagement and Inclusion must approve all publicity for student organizations via Marquee.
- Student organizations may contact the Division of Student Affairs Marketing Department for design and printing support.
- To reserve space:
  - AMU contact the Event Services Office (AMU 245)
  - Residence Halls contact the Office of Residence Life (Carpenter Tower 203)
  - Brew at the Bridge in the Raynor Memorial Library contact Raynor Library Conference Services
- Tables in are cleaned often and it is up to the discretion of the cleaning staff to discard table tents.
- Guideline numbers used for printing are 100 for Marquette Place, 25 for Brew and 20 for Brooks Lounge.

### **Brew Café Coffee Sleeves**

Requests to obtain coffee sleeves to affix publicity are available through contacting the AMU Event Services Office, AMU 245. Reservable for one (1) consecutive week maximum per event. The Office of Engagement and Inclusion must approve all publicity for student organizations via Marquee. Coffee Sleeves will be available for the AMU Brew Bayou only. The labels must be affixed in a way that does not cover the printed Brew Cafes logo. If the logo is covered, the group will be charged for sleeves, an approximate \$50.00 charge. After the reservation is made, 500 Coffee Sleeves will be allotted to the group and can be obtained by contacting the Brew Manager at 288-3091 or stopping by the Brew Office. Organizations must have proof of reservation upon pickup. Organizations are responsible for the printing and affixing of labels to the java jackets. Ideal dimensions are 4" wide, 2" high.

### **1st Floor Windows**

Reservable for 1 consecutive week maximum per event. Organizations are responsible for providing painting and cleaning supplies. Fees will be assessed if AMU Staff has to clean windows after reservation ends.

### **Axis TV**

Axis TV monitors located throughout the AMU are available for student organization and university department publicity. Requests can be made to the AMU Event Services Office (AMU 245). Files should be submitted to your Event Coordinator in jpeg format.