

 BOND UNIVERSITY	POSTER PROCEDURE
Procedure Owner	Director, Facilities Management
Contact person	Director, Facilities Management
Approval authority	Director, Facilities Management
Date of next review	26 February 2017

1. PURPOSE AND OBJECTIVES

The purpose of this Procedure is to provide guidelines to staff, students, clubs and visitors, regarding the display of [Posters](#) on campus.

2. AUDIENCE AND APPLICABILITY

All staff, students, clubs and visitors

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Director, Facilities Management	Monitor compliance with this Procedure

4. THE PROCEDURE

4.1. Poster Etiquette

- Posters should contain the following information about the advertised event:
 - Title
 - Description
 - Date
 - Venue
 - Price
 - Poster expiration calendar date (mandatory).
- Posters should not contain information that may be considered vulgar or defamatory. For further guidance, contact the Bond University Student Association (BUSA) Publications Director (<https://bond.edu.au/current-students/campus-life/busa/our-team>);
- Posters are preferred in electronic format, enabling the poster to be displayed via the [Digital Signage System](#).
- Avoid placing posters over existing posters.
- Remove expired posters.

4.2. Promotion of Events Serving Alcohol

Events serving alcohol must:

- Display an **18+ Identification Required** label;
- State that “*Bond University supports the responsible consumption of alcohol*”.

4.3. Location of Posters

- Posters should be displayed:

Location	For use by	Attach with
Glass panels on main entrances to buildings; exception is the Chancellery entrance and Accommodation Centre entrance. Posters allowed on all glass panels in Lakeside except entrances and exits. (All posters to be removed during graduation week.)	Staff, students, clubs and official visitors	Blu-tack, removable tape
Open notice boards and pin boards	Staff, students, clubs and official visitors	Thumbtacks
Closed notice boards	Clubs only (clubs to provide posters to BUSA Publications Director)	

- Posters are not to be displayed:
 - On doors
 - On sandstone surfaces
 - On painted surfaces
 - On glass surfaces (excluding glass panels next to opening doors)
 - On internal walls
 - On the bridge.

4.4. Regulations and Penalties

- Posters not complying with these guidelines will be immediately removed by BU Student Association members or staff.
- The University reserves the right to remove posters.
- Clubs responsible for offending posters may be fined \$5 per poster in subsequent Activities Fees allocations.
- Where posters damage surfaces, individuals will pay to rectify damage.
- Disciplinary action may be taken against individual students.

5. DEFINITIONS, TERMS, ACRONYMS

Poster A flyer, banner, or other material intended to communicate information to the University community

Digital signage system A digital representation of multimedia content and messages displayed on an LCD or plasma screen.

6. RELATED DOCUMENTS

[Campus Management Policy \(FAC 8.3.4\)](#)
[Digital Signage Procedure](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
26 February 2014			
16.April 2007			Date first approved