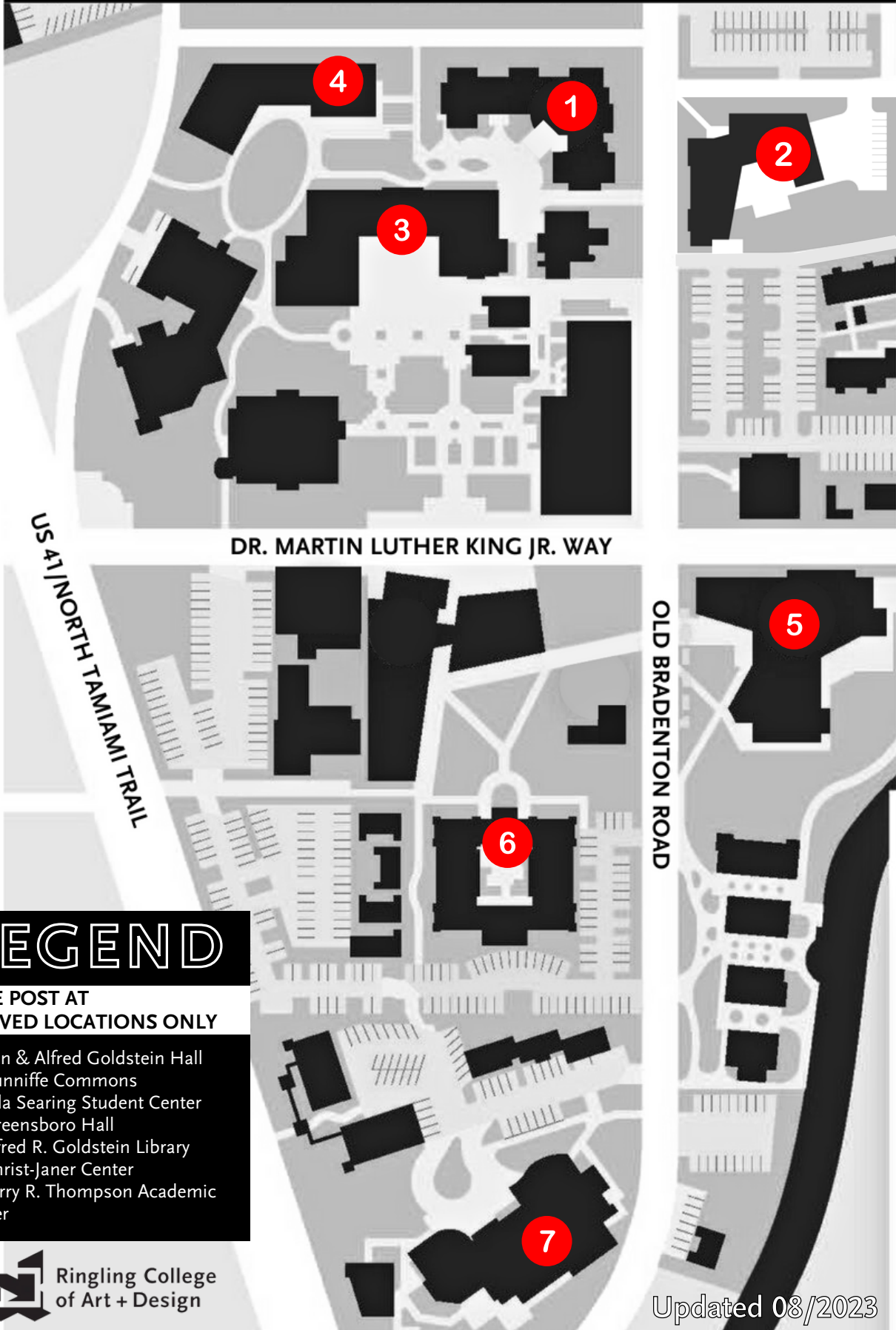


APPROVED POSTER MAP



DR. MARTIN LUTHER KING JR. WAY

US 41/NORTH TAMAMI TRAIL

OLD BRADENTON ROAD

LEGEND

PLEASE POST AT
APPROVED LOCATIONS ONLY

- 1 - Ann & Alfred Goldstein Hall
- 2 - Cunniffe Commons
- 3 - Ulla Searing Student Center
- 4 - Greensboro Hall
- 5 - Alfred R. Goldstein Library
- 6 - Christ-Janer Center
- 7 - Larry R. Thompson Academic Center



Ringling College
of Art + Design

Updated 08/2023

ON-CAMPUS POSTER APPROVAL CHECK LIST

For Faculty, Staff, and Students

ALL POSTERS MUST BE SUBMITTED THROUGH RINGLINK, NO EXCEPTIONS.

RingLink submission form can be found here: <https://tinyurl.com/poster-approval-form-2023-24>.

All posters must have the following to be approved:

- Event name
- Date & Time
- Location
- Contact Name
- Contact email and/or phone
- Sponsor (individual/department/organization)

Other guidelines that must be followed:

- NO offensive content or imagery (e.g. language, sexist or racial, obscene)
- NO mention of alcoholic beverages (The College cannot advertise activities that advocate or suggest the prime focus of the event is consumption of alcohol. No drink prices or references to alcoholic beverages may be noted on any flyer.)
- Poster size 8.5 x 11 inches (unless otherwise approved by office)
- Post in only pre-approved locations on bulletin boards (Any publicity not located on bulletin board spaces will promptly be removed and may result in suspension of publicity materials for the organization.) SEE ATTACHED MAP FOR POSTING LOCATIONS – PLEASE USE PUSH PINS ONLY TO PUT UP POSTERS NOT TAPE OR OTHER MATERIAL.
- If publicity regarding on-campus events is being distributed off-campus, all materials including media releases, flyers, etc., must be reviewed by the Design Center, regardless of who sponsors the event. This policy is to assure that all external materials are keeping with the college's standards of professionalism.
- All publicity posted by an organization requires a stamp of approval received by the Office of Student Activities and Leadership Development or the Office of Student Life.
- Organizations wishing to hang banners on campus must obtain permission from the Associate Dean of Students.
- **Publicity should not be posted on campus for more than 10 consecutive days and should be removed by the organization within one day following the event.**
- Multiple postings of the same flyer in any area are prohibited, as it consumes space needed for publicity efforts by other departments or organizations.
- Outside organizations or individuals wanting to promote off-campus events, parties, etc. must bring publicity to the Associate Dean of Students for a stamp of approval. Flyers will be displayed only on campus bulletin boards for such events. All such publicity must clearly identify the sponsor.
- FOR RESIDENCE LIFE POSTERS ONLY: Once approved, please print 60 copies and take to RA's in Res Life to distribute. Please email digitally approved copies to Res Life staff.