

# POSTING OVERVIEW

Boston University College of Communication created the following guidelines for posters in the COM building to better promote activities while treating everyone with fairness, civility and transparency.

Posting is limited to groups, faculty and staff recognized by the Boston University College of Communication and for the promotion of events, programs and courses directly sponsored by them.

Posters should be reviewed and date-stamped by the Marketing & Communications office prior to posting on COM building bulletin boards, only. View map of available bulletin boards [here](#).

# POSTING GUIDELINES

## CONTENT:

- For event posters, include the event's:
  - Title and brief purpose
  - University department or organization sponsor
  - Date, time and location
- Avoid material or language that is malicious or in poor taste.
- Comply with University Alcohol Policy.
- Keep size no larger than 8.5" x 11".
- Date-stamp original at Room 202.
- Seek design help at [bu.edu/com/resources/marketing](https://bu.edu/com/resources/marketing)

## POSTING:

- Remove event posters day after the end date of the event.
- Use thumb tacks, not staples.
- Limit one copy for each bulletin board.
- Do not post on surfaces other than bulletin boards.
- Do not overlap or cover another poster.
- Do not post on boards designated for specific departments or programs, unless permission is granted.
- Comply with University Alcohol Policy.
- Keep size no larger than 8.5" x 11".
- Date-stamp original at Room 202.
- Seek design help at [bu.edu/com/resources/marketing](https://bu.edu/com/resources/marketing)

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Posters not following these guidelines may be removed by COM staff.

Groups seeking to post outside of designated bulletin boards should contact the Marketing & Communications office.

**Questions?** Visit: [bu.com/com/resources/marketing](https://bu.com/com/resources/marketing). Email: [jlcimino@bu.edu](mailto:jlcimino@bu.edu)