UAS Juneau Campus Postering Policy

The Student Activities Office is the designated Juneau campus office overseeing all poster boards around campus and academic buildings at the University of Alaska Southeast Juneau. Flyers are promotional tools used to advertise events, groups, opportunities, services, etc. For the purposes of this policy, flyers will be defined as any paper advertisement up to 11”x17” in size. Any person or persons, advertising events, providing information, or distributing publicity must abide by the following policy for posting of information.

General Posting Rules

- All flyers must include contact information in the form of the host-organization’s name and/or logo, phone number, contact email, or website link.
- Posting in, but not limited to, elevators, enclosed stairwells, on stairwell doors, on the glass of doors and windows in or on campus facilities is strictly prohibited as these are fire and security hazards.
- Posting of religious or local, state, and federal political campaign materials is prohibited, unless event specific.
- If approved or required to use the UAS Logo on flyers, ensure it is within compliance by reviewing the UAS Brand Identity Guidelines: http://www.uas.alaska.edu/branding/index.html.
- The event date or expiration date must be included on each flyer. Event Flyers may only be posted 1 month prior and must be removed within 2 days following an advertised event. Non event posters will be reviewed monthly for their relevance.
- Post flyers in designated areas only and remove all flyers when the event date has passed or expiration date has arrived.
- Flyers should not be placed over one another. If the board is full, check to see if you can remove an outdated flyer. If not, come back later that week to check for open space or look at posting flyers in other approved locations. Overlapping flyers will be removed and discarded.
- The use of chalk, paints, crayons, markers, pens, pencils, carvings, etchings, sketches, or any other forms of graffiti are not permitted on campus property without prior approval from the Activities Office and Facilities Department.
- Any violations of the above policies may lead to loss of posting privileges and/or referred to student conduct.
- The Student Activities office reserves the right to remove any posting at any time.

Outlying Campus Buildings Posting Rules

- Outlying campus buildings include: Student Housing, Recreation Center and Tech Center. The staff members in each of these buildings manage their own bulletin boards and it is at their discretion whether flyers are hung.
- Flyers may be dropped off at each location or can be sent via intercampus mail in the following quantities: 1 flyer for the Rec Center; up to 2 flyers for Student Housing Apartments/Banfield; up to 10 flyers for John Pugh Hall; 1 for the Tech Center.
- Flyers larger than 8.5”x11” will need to be folded to fit into intercampus mail folders. If you do not want your flyers folded, please distribute them to each location personally.
- Anderson Building and ÁAK’W TÁ HÍT will no longer accept paper posters and will be fully digital, using only the Yodeck electronic screen system, starting in summer 2025.

UAS Department, Organization & Club Specific Rules

- Promotional material distributed by and for UAS departments and clubs receive more numerous and higher priority placement options around main campus than Juneau community members and organizations receive.
- Post no more than one flyer on each designated bulletin board.
- Pushpins will be provided on bulletin boards for use, but all other supplies required for hanging flyers must be supplied by the host department or club.
- When hanging flyers, only use the following adhesion products to prevent damage to university property:
    - Bulletin Boards: pushpins will be provided on the board for use. Do not use scotch tape, removable putty, or staples on bulletin boards. Notify the Activities Office, Mourant 129, if pushpins are in short supply on any bulletin boards.
    - Wooden Walls: removable putty or painters tape may be used. Do not use staples, pins, tacks, duct tape, scotch tape, masking tape, packing tape, etc.

- The following areas are the only approved and designated spaces for UAS Departments and Clubs to post flyers:

Egan Building - 2 wooden walls in hallway – 1st floor - Bulletin Board in bus stop entryway – 2nd floor - Bulletin Board at Spike's Café – 2nd floor - Spike's Café Countertop – 2nd floor - Bulletin Board Strips above water fountains 1st & 2nd Floor - Bulletin Board Egan Library side – 1st floor - Egan Library Info Table – 2nd Floor - Egan Library Bulletin Boards on 1st & 2nd Floors - Learning Center Bulletin Board	Mourant Building - Bulletin Board to left of Health Center – 1st Floor - Bulletin Board in Stairwell - Bulletin Board Strips above water fountains 1st & 2nd Floor - Bulletin Board in Lakeside Grill – 2nd Floor Novatney Building - Bulletin Board in Entryway near Mourant Building – 1st Floor - Bulletin Board – 2nd floor - Outdoor Bulletin Board near Mourant Building – 2nd Floor Sobeloff Building - Bulletin Board in entryway near Whitehead Building – 2nd Floor - Bulletin Board Strips above water fountain – 2nd floor	- Student Housing - Drop off at lodge desk & John Pugh Hall Tech Center - Bulletin Board in main lobby Recreation Center - Drop off at front desk. -

Non-UAS Entity and Community Rules

- Promotional material distributed by Juneau community members and organizations receive fewer and lower priority placement options around main campus than UAS departments and clubs receive.
- Post no more than one flyer on each designated bulletin board only.
- When hanging flyers, only use the following adhesion products to prevent damage to university property:
    - Bulletin Boards: pushpins will be provided on the board for use. Do not use tape, removable putty, or staples on bulletin boards. Notify the Activities Office, Mourant 129, if pushpins are in short supply on any bulletin boards.
    - Free-Standing Sign Boards: painters tape may be used. Do not use scotch tape, duct tape, masking tape, packing tape, or removable putty.

- The following areas are the only approved and designated spaces for non-UAS entities to post flyers:

Egan Building - Bulletin Board in bus stop entryway – 2nd floor - Free Standing Sign-Boards near Spike's Café – 2nd floor - Bulletin Board entry way near Egan Lecture Hall – 1st floor - Egan Library Bulletin Boards on 1st & 2nd Floors - Learning Center Bulletin Board Mourant Building - Bulletin Board in Stairwell Novatney Building - Bulletin Board in Entryway near Whitehead Building – 1st floor	Sobeloff Building - Bulletin Board in entryway near Whitehead Building – 2nd Floor Rec Center and Tech Center **Speak to their front desk staff about posting on their community board.**

Frequently Asked Questions

- What if my flyers are being vandalized?
  - Flyers abiding by this policy should not be removed, written on, destroyed, or otherwise made unreadable. Please contact the Activities Office at 907-796-6306 or visit them in Mourant 129, if you suspect your flyers have been vandalized.
- What if I have a problem with the content of a flyer on campus?
  - Use the contact information on the flyer to relay your concerns to the owner of the flyer. If you feel the flyer is breaking this policy, contact the Activities Office at 907-796-6306 or visit them in Mourant 129.
- How can I hang my flyer like a pro?
  - Use the following tips to ensure your flyer gets the notice it deserves:
    - Secure all four corners of the flyer on the approved surface. This will prevent curling and flyers falling off walls/boards.
    - If using painters tape, roll all pieces and place behind the flyer to secure. Not only will this make your flyer look more professional, but it also eases the clean-up process.
    - If there is room on the board, leave a small empty space around the flyer. This technique helps to draw the viewer's eye to your flyer.
- The advertising technique I want to employ is not covered in this policy. What should I do?
  - UAS Departments and Clubs may be allowed to carry out unique promotion plans, but approval must be granted by the Activities Office before employing any advertising scheme not covered by this policy. These unique forms of advertising may include, but are not limited to: hanging flyers in unusual locations, chalking, window paint, hanging posters larger than 11"x17," and creating 3D displays.
- Can I advertise on the electronic monitors on campus?
  - UAS Departments and Clubs are permitted to advertise on the Yodeck electronic monitors around campus. To do so, create a 1920px wide x 1080px high .jpg of your flyer and contact SAB office at https://cglink.me/2v5/s25.
- How can I get my event on the posted on UAS Connect?
  - Please contact the Activities Office Email: uas.sab@alaska.edu or visit them in Mourant 129, with all the information about your event. They can assist you in getting your information online. Please come at least 2 weeks prior to the event.
- Can I advertise in large poster format in the Mourant Cafe?
  - UAS Departments and Clubs are permitted to advertise in large poster format in the Mourant Café. White butcher paper and paints are available for use in the Activities Office. Posters must be created, hung, and removed by the host organization, in accordance with this policy.
- Who monitors the flyer posting locations and how often?
  - The Student Activities Office monitors the bulletin boards and postings on main campus for policy compliance and outdated flyers.
  - Posting locations are monitored once a week, or more often as needed.
- Who do I contact if I have questions about this policy?
  - UAS Activities Office – Mourant 129
    Phone: 907-796-6306 OR Email: uas.sab@alaska.edu