

JMU Policy 3104 (summary)

Use of Bulletin Boards and Posting Public Notices

Event Management

James Madison University
Taylor 233, MSC 3501
Phone (540)568-6330
Fax (540)568-6444

Procedure for Approval

- This policy is to outline the proper guidelines and procedures for posting information on campus related to ongoing campus activities, events, and notices of interest.
- A JMU student, faculty or staff member, or student organization must sponsor all posters and flyers. The name of the JMU contact person must appear on the poster. A name is not necessary if an academic office or department sponsors the poster or flyer.
- ALL posters and flyers must have a contact telephone number and/or email address printed on the poster.
- Posters and flyers can be no larger than 17" x 22".
- Posters and flyers without a specific event date will be stamped for two weeks.
- Off campus advertising will not be stamped for posting. Instead, off campus advertising and/or brochures may be placed in the brochure racks located at designated sites with the approval of the Assistant Director for Event Management.
- A limit of 100 posters and flyers will be stamped per event, regardless of different poster styles. ONE poster/flyer per event may be posted per general purpose bulletin boards.
- Posters and flyers should be taken to one of the information desks listed below to be stamped. One copy will be left on file with the information desk staff.
 - Festival Info Desk – (540)568-6071
 - Taylor Down Under Info Desk – (540)568-7853
 - Warren Info Desk – (540)568-5555
- Posters and flyers may not include the mention or representation of drugs or alcoholic beverages. Examples include happy hour, BYOB, drawings of kegs, and beer mugs.
- Posters must be in reasonably good taste. If controversy arises, the Assistant Director for Event Management will make final decisions on approval.

Procedure for Posting

- Posters can ONLY be hung on general-purpose bulletin boards. These are located in the Residence Halls, academic buildings, Carrier Library, Warren Hall, the Festival Conference & Student Center, and the breezeway of Wilson Hall.
- Posters CANNOT be attached to doors, walls, windows, mirrors, porches, trash cans, light posts, stairways, trees, shrubs, utility poles, cars, railings, the outside of buildings, or any other location except for general purpose bulletin boards.

Individuals or organizations violating this policy may have their campus posting privileges suspended.