



Posting Policy

1. Any and all postings must be approved by the Office of Student Life (OSL) located in the Student Success Center, Suite 210.
2. Commercial posting by off-campus businesses, organizations, entities, individuals, etc. must be approved by the OSL.
3. Posting inside academic buildings, the SSC or residential facilities requires approval from the OSL and Residential Life respectively.
4. The approval process requires a minimum of two (2) days for review and approval. To receive approval, email a copy of your draft poster to studentlife@langston.edu. Documents should be sent as Adobe Acrobat or .pdf files. Stamp of approval will be placed directly onto the final approved poster.
5. Once approval to post has been granted, only recognized student organizations, University departments, academic units, faculty, staff, and students may post on both University maintained bulletin boards.
6. The University prohibits the posting of flyers and posters on doors, windows, walls, furniture, cars, trees, etc. In other words, **posting must be done on bulletin boards or areas designated by the OSL**. Advertising found in such areas will be removed and recycled.
7. Posters larger than 11"x17" may be posted on the large wall near the Game Room in the Student Success Center with the approval of the Office of Student Life.
8. The Office of Student Life, in most cases, will post the flyers and posters and remove them when the date of the event expires. **The University policy is a two (2) week limit**, but if space allows, notices and flyers will be left up as long as the dates on the flyers are current.
9. Flyers, posters, and banners posted or hung without clearance will be removed immediately.

For more information, please contact the Office of Student Life at studentlife@langston.edu or ext. 3444.