



Student Union Memorial Center Bulletin Board Posting Policy

Only posters/flyers promoting a specific function or event are allowed to be posted in the Student Union Memorial Center (SUMC) Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges and be held responsible for any damage incurred upon removal.

1. All posters/flyers must be approved at the Student Union Memorial Center or Park Student Union Information Desk. Posters/Flyers will be stamped, dated and hung by the Information Staff.
2. All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster.
3. Posters/flyers can only be posted on the “approved” boards within the Unions. There are 8 boards located in the Student Union Memorial Center. Only one poster/flyer per event will be allowed on each board. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
4. Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event, whichever comes first. Posters/flyers will be displayed on a first come first serve basis.
5. Recommended poster/flyer size is 8 1/2" x 11", and not to exceed 11" x 17". Fast Copy, located on the main floor of the SUMC, provides competitively priced service for design, copy or printing posters and flyers.
6. Posters/flyers may be bi-lingual as long as there is a comparable English translation on the flyer.
7. Posters/flyers advertising alcohol related events are not allowed and will not be approved.
8. Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted—regardless of sponsorship. See the Center for Student Involvement & Leadership in SUMC 404 for approved advertising methods.
9. No outside vendors or agencies may post flyers or posters on these bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions.

For more information, visit the SUMC Information Desk, 621-7755.

www.union.arizona.edu