Southwestern Assemblies of God University  
Campus Signage Policy and Procedures

Policy & Procedure:
The Student Services Office must approve all signs, fliers and posters to be posted on the University campus or in the University facilities. To publicize on-campus or off-campus events, take an example of your materials to the Student Services office for approval. Certain kinds of information are not permitted and, therefore, every item must be cleared.

A master copy of the material should be presented for approval when possible. If your material meets the criteria, it will be signed as approved and you will receive guidelines for displaying it on campus in the designated areas. The material will also be date stamped with the date the material is to be removed from display. Copies may then be made of the approved master.

All items inappropriately placed, or without signed approval will be removed and disposed of. It is the responsibility of the organization, group, or department to remove all material on or before the designated date.

It is intended that this policy will strengthen communication and enhance campus appearance.

Guidelines:
Approved paper flyers/posters are allowed to be placed throughout the campus to inform the students of various activities or available opportunities. Anything advertised on campus must have a positive influence on the University community and be complimentary to the standards and mission of the University. Deadline for submission for approval is 3 days prior to event.

Below is a list of designated areas where publicity is allowed to be displayed:

- *Administration Building* - West and East Side Entrances only
  *Material must be placed on mounted bulletin boards only.*
- *Barnes Student Center* - Bulletin boards and Post Office only
- *Davis Building* - Bulletin board only
- *Ellis Building* - Entrance only
- *Foster Music Building* - Bulletin Board only
- *Full Life Center* - Entrance (not on doors), bulletin boards in Cafeteria foyers (front and back)
- *Library* - Entrance Only
- *Residence Halls* - Bulletin Boards only (must receive Dorm Pastor approval)
- *Teeter Hall* - Bulletin Board only (must receive Dorm Pastor approval)
- *SAGU Cable system* – announcements may be placed on the SAGU cable system to be shown in Teeter Hall, the FLC lobby and chapel

Publicity material may only be attached to bulletin boards. In the few areas mentioned above where bulletin boards are not installed, material may be attached to glass panels beside doors.

Material MAY NOT be attached to:

- Doors of any kind (glass, veneer, painted, laminate, etc.).
  *This includes entrance doors, interior doors, etc.*
- Walls, interior or exterior, of any building
- Windows, interior or exterior, of any building
- Exterior lamp posts or sign posts

All posted items must be removed no later than 3 days following the event. It is imperative that materials are removed in a timely fashion due to a limited amount of space in areas. Each organization, department or group is responsible to remove the signs after the event.

Any organization, group, or department that does not abide by this policy will receive only one warning; thereafter all privileges will be suspended.
I have received and read a copy of the “Campus Signage Policy and Procedures”. I agree to follow the guidelines set forth and understand that violations of the policy may result in all privileges being suspended.

____________________________________________________
Name (Printed)

____________________________________________________
Organization/ Ministry/ Department

____________________________________________________
Contact Number

____________________________________________________
Date

Example of Approval Stamp:

[Stamp Image]

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