Section 6: Advertising Policy

As a general matter, student organizations are prohibited from advertising their events until a room reservation has been made or a space has been approved for use. For example, a request to use the Terrace Room does not mean that you have been approved to use the Terrace Room. Put another way, you cannot advertise an event that you hope to organize in the Terrace Room unless you have received confirmation that you are entitled to use that space.

Flyers

Events, meetings, and activities may be promoted by posting flyers on the School of Law Announcements and Events bulletin boards. Flyers must comply with the following requirements, or they will be removed and discarded.

- Flyers must include information about the event’s university affiliation, School of Law affiliation, or student organization affiliation.
- Flyers must include the event date, a deadline to RSVP if required, and contact information (name and email address).
- Flyers must include the following messaging regarding disabilities:
  “If you need a disabilities-related accommodation, please contact the Assistant Dean of Student Affairs office at lawstudentaffairs@usfca.edu at least seven days in advance of the event.”
- Flyers may only be posted on the School of Law Announcement and Events bulletin boards located on the first floor of Kendrick Hall.
- Student organizations may also ask administrative offices, faculty, and other student organizations to post flyers on their bulletin boards.

Posters

In addition to the flyers, student organizations may have one poster mounted on an easel for an event. The SBA has four easels for student organizations’ use. Please contact the SBA to reserve an easel for your event. If all of the SBA easels are being used, please email lawstudentaffairs@usfca.edu to inquire about the availability of using a Deans’ Office easel.

Posters must comply with the following requirements, or they will be removed and discarded.

- You may have a maximum of one poster on an easel per event, meeting, or activity.
- The maximum size for all posters is 2” x 3”.
- Posters on easels can be displayed for a maximum of one week.
• Posters must include information about the event’s university affiliation, School of Law affiliation, or student organization affiliation.

• Posters must include the event date, a deadline to RSVP if required, and contact information (name and email address).

Student organizations must promptly remove all flyers and posters once the event has concluded. If a student organization seeks an exception to this policy, please contact the Assistant Dean for Student Affairs.