Drysdale Student Center Posting Practices

Drysdale Student Center will follow the general rules and guidelines established by Lynchburg College for posting. If a student group is holding an event in the Drysdale Student Center and they want to hang anything on the windows they MUST use suction cups (checked out at the Information Desk “Hub”). **Nothing is to be posted on the walls and NO TAPE is allowed in the building under any circumstances!** There are two designated posting areas with bulletin boards located in Drysdale Student Center:

1. Inside of the Burton Dining Hall on the left side of the entrance/exit into the third floor of Drysdale Student Center across from the checker station.
2. On the wall inside of the Mail Room adjacent to the package pickup window.

These are the only two areas where printed advertisements can be posted. If a student wants something posted they must get their poster approved and posted by OSA. **Students cannot do their own posting on campus.** The Drysdale Student Center staff asks students to utilize spaces outside and in the Residence Halls for large banners.

Drysdale Student Center will also coordinate the use of several large digital display screens located throughout the building. These digital displays can be used by any group/organization connected to Lynchburg College as long as their original poster has been approved by the Office of Student Activities.

Process for use of digital displays:

1. Fill out an information form with event/organization details to be used on the display (via the poster approval form found at the Information Desk “Hub”).
2. Email a copy of your advertisement in PDF form to Sara Bamrick (bamrick.s@lynchburg.edu).
3. Both of these tasks must be submitted at least 48 hours (2 business days) before the advertisement is expected to be in circulation.

Creative Advertising Techniques:

1. The windows in Pete’s Place:
   a. Student organizations can reserve window spaces through the poster approval form and temporary window paint markers can be checked out through the Information Desk “Hub”.
   b. Students are asked to wash their window after their reservation is finished so the next group can utilize that space. Failure to do so will result in loss of posting privileges for the entire organization.
2. Social Media
   a. Most student organizations/groups have some presence on social media – two sites that work well for event advertisement are Facebook and Twitter.
   b. Drysdale Student Center has a Facebook, Twitter, and Instagram that will retweet posts for events happening around campus.
3. Mailbox stuffers (contact the Mailroom for this option)
4. Chalking
   a. Absolutely NO chalking on brick
5. Brewed Awakenings labels (contact Brewed Awakenings for this option)

Last update: September 2014
The Event Policies and Oversight Committee reserves the right to change these policies at any point and will act as the governing board for posting on campus. Violators of any of these (or general campus) policies will lose their posting privileges for a designated period of time.

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