

SNOW COLLEGE CAMPUS PUBLICITY GUIDELINES

1. All egress (*exit ways, foyers & fire exits*) areas must be kept free & clear of any obstructions.
2. Campus publicity may not remain posted for more than two weeks.
3. Nothing may be posted on campus building doors, building furniture, or in campus bathrooms.
4. Publicity CANNOT be hung, leaned, or posted on any campus building (this includes boards leaned against the Bell Tower or A-frames stacked near it for temporary storage). When using tables in the Bell Tower area, please fold them and place them under the stairwell just inside the southwest GSC doors. Tables are not to be left out overnight for safety concerns.
5. When staking any publicity materials in the ground stakes must be 24" away from any sidewalk edge and cannot penetrate the lawn any more than 6" into the ground. Plastic caps must be used to cover the top(s) of the stake(s). Rebar may not be used. Staking is NOT allowed without prior authorization from Campus Services. [435-283-7220]
6. Publicity may not be placed in the Heritage Plaza or shrubbery/bark or grass areas surrounding the Heritage Plaza and Huntsman Library.
7. Posters may not be placed on sidewalks or other walkways due to safety concerns.
8. Advertisements are not allowed on the fence surrounding the football field without prior permission from the Athletics Department. Limited space is available, so the position of advertising will be determined by Athletics. Please contact Denise Duncan [435-283-7020]
Vinyl banners must be professionally designed.
9. NO hanging signs, posters, etc. on any campus trees, statues, monuments or other artwork.
10. All campus-wide publicity (flyers, posters, etc.) shall be posted in appropriate places (i.e. bulletin boards). Posting in campus buildings must be preapproved by the Student Life Office with the official "Student Life approved advertising" stamp. This applies to Clubs and Organizations and all Academic Departments.
11. Flyers may not be distributed randomly within campus buildings (GSC tables, bathrooms etc.). Flyers may not be left on vehicle windshields. Please confine the posting of flyers to campus bulletin boards or distribute them personally outdoors to individual students.
12. You may not tape advertising to glass, wood, finished surfaces, walls, pillars or trim in any campus building. Only blue painter's tape is allowed. All tape needs to be removed **completely** after the event. Contact Student Life to obtain blue painter's tape or large clamps that can be used to attach to a railing or beam [435-283-7121].
13. Please come to the Student Life Office to review where use of sidewalk chalk is allowed. Please do not chalk around the Bell Tower, or inside the Heritage Plaza between the Library and the Noyes Building. Please do not chalk within 50 feet of any building entrance so students don't track chalk in on their shoes. Student Life has extra chalk if your club/organization/department needs some. You will be required to clean up the chalk after your event is over. Campus Services can provide instructions. [435-283-7220]

14. Window painting is NOT allowed without prior authorization from Student Life. [435-283-7121]
15. No spray paint of any kind may be used on campus grounds. This includes, but is not limited to grass and snow.
16. No outside food or beverage, with the exception of wrapped candy, may be passed out in conjunction with event marketing. Snow College Dining Services has been contracted to provide ALL food for **any** campus-wide event or publicity. [You may contact them at 435-283-7270 snowcatering@snow.edu.]
17. All campus activities must be in compliance with all applicable fire and safety codes. Open flames are not permitted and you may not use wood (including pine trees or boughs), burning candles or lamps, hay, straw or fireworks.
18. To publicize in the campus dorms, please contact Residence Life Office directly [283-7280].
19. To publicize in off-campus housing, please contact the individual apartment managers.
20. No fog machines may be used in any campus building.
21. A-frames are available in the Student Life Office for the use of chartered clubs only. A-frames are limited to 2-3 per activity, depending on availability. A-frames may not be placed on the dark concrete around the Bell Tower. A-frames may not be placed inside buildings without the building manager's permission. A-frames must be returned to Student Life by noon the day after the event marketed. One written warning will be issued to clubs who do not return their A-frames by the deadline. Upon a second offense, the club will be fined \$20.00. Upon a third offense, the club will lose A-frame privileges for the rest of the semester. To order A-frame sized posters at your expense with two weeks' notice, you may contact John Stevens [435-283-7017 john.stevens@snow.edu] or John Clark [435-283-7626 john.clark@snow.edu].
22. Student Life's texting service is solely for the use of the Student Life Office in promotion of Student Life sponsored activities only. Students signing up for the texting service agree to receive 2-3 texts per month exclusively from Student Life. This precludes any other campus group or organization from utilizing this texting service.
23. For all other publicity and/or unusual types of advertising on campus (i.e. animals, tents, trucks/vehicles, large machinery) contact Leslee Cook, Director of Campus Services [435-283-7221, leslee.cook@snow.edu]. For maintenance/custodial needs (i.e. trash cans, outdoor tables and chairs, etc.) please contact Tracy Madsen, Campus Services Office Manager [435-283-7220 facilities@snow.edu]. Campus Services will ask you to put in a work order for special requests. There may be a cost associated with your request. Work orders can be found on the Snow website- *Offices-Campus Services-Work Orders* or go to: https://www.snow.edu/offices/facilities/work_orders.html

If you have questions regarding publicity not addressed above, please contact Student Life or Campus Services before proceeding.

By signing below, I am agreeing that I have read and understand the Snow College Campus Publicity Guidelines outlined in this document. Additionally, I understand that should I violate any of the above outlined guidelines that fines and/or other penalties will be assessed. I also understand that the Snow College Student Life Office and/or Campus Services reserve the right to remove any publicity that is in violation of these rules.