

Revised: February 18, 2020

## **Announcement materials Policy within Art and Design sections of Todd Hall:**

### **Announcement Materials**

- Flyers/posters, etc. relating exhibitions, performances, calls, and opportunities relevant to Art and Design are welcome on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Todd Hall, its stairwells, and in Art and Design sections of the 3<sup>rd</sup> floor.
- No spaces that are adjacent to the Albert Gore Jr. Research Center, the Department of Sociology and Anthropology, and the Offices of the Dean of the College of Liberal Arts (CLA) are permissible for postings without their respective prior approval.

### **Placement Procedure**

- All promotional materials must receive departmental approval prior to posting.
- A stamp removal date, required for all materials, must accompany posted material.
- Stamping is available through the Gallery office, Todd Hall, Room 212.
- Alternatively, (See example below) Art and Design and its related events, groups, organizations, faculty, galleries, and students may self-stamp (8 to 10 point font size) by including:

**Department of Art and Design** – Department name

**Student Art Alliance** – Responsible party

**March XX, 2020** – Date of promoted event

**APPROVED** – APPROVED

- All items not stamped are subject to immediate removal.
- Materials will remain in place until their stamped expiration date.

### **Placement Recommendations and Restrictions**

- Until capacity reached, bulletin boards, are for the first placement of materials.
- Any glass, glass doors, white display walls, or critique and other display spaces or cases are not acceptable for material placement.
- When bulletin boards are full, all non-excluded sections adjacent to departmental space are available for use. (Art office, Room 227 prior approval required)