



## Facilities & Operations Department California Institute of Integral Studies

### Posting Policy

#### **Purpose of Policy**

---

The posting policy is intended to: promote the aesthetic appeal of our campus; provide clarity about where to post; help postings reach their intended audiences; and assist with keeping postings up-to-date, visible, and impactful.

#### **Background**

---

As California Institute of Integral Studies (CIIS) has grown, so has the proliferation of postings. Currently the halls are often blanketed with copies of the same flyers, and the most highly visible locations – in the elevators and on the walls of the lobby - are understandably also the most desired. This policy will hopefully answer the question: where can I post my flyers?

#### **Where to Post**

---

- 1) Your program/department's designated bulletin board
- 2) Stairwells (see guidelines below)
- 3) Lobby and Elevator (see guidelines below)
- 4) Public Boards

#### **Posting Guidelines**

---

- No more than 1 flyer per board (please do not blanket the campus).
- Each department has their own dedicated (and labeled) bulletin board/space, which they maintain.
- Whether you can post in the elevator or lobby/stairwell depends on the timing of the event:
  - **Ongoing or upcoming** – department boards
  - **This Week** – department boards, stairwells. (Elevator and lobby as space permits.)
  - **Today** - All (lobby, elevators, stairwell, department boards)
- You are responsible to remove flyers once expired. All posters will be removed at the end of each semester.
- No posting on bare walls, as this damages the paint.
- If you post to a bulletin board that is not appropriate, your posting will be removed.
- Public boards are located in the back café and bathrooms.

#### **Greening CIIS**

---

We would like to encourage e-posting. Please consider emailing your announcements to the appropriate listserv or posting your flyer in MyCIIS.