

Posters, Flyers and Advertisements

Commercial advertising is NOT permitted inside the Conviser Law Center. Any commercial advertising found will be immediately removed and disposed of.

Paper Flyers

Flyers or other notices from the Student Bar Association (which includes student organizations officially recognized by the SBA) can be placed in the following areas:

- *Door clips outside classrooms, offices and suite doors (postings limited to advertising events)
- *Display rack in fifth floor elevator bank
- *Spak bulletin boards on the third floor
- *Concourse elevator bank bulletin boards
- *Display rack in Concourse, under the stairs
- *Student organization bulletin boards on the Concourse

Areas where flyers or notices are NOT permitted include (but are not limited to):

- *Taped to first floor lobby glass windows
- *Taped to any glass surface or glass cases inside the building
- *Taped to front lobby security desk or left on top of the desk
- *Taped to any walls, elevators, lockers, washroom doors or mirrors, or whiteboards
- *Anywhere in the classrooms.

All flyers must identify the organization or entity who posted it and otherwise comply with all requirements of this policy. All flyers advertising events must be taken down after the date of the event. Flyers that are not advertising an event must include the date of posting and must be taken down after one calendar month. (This part of the policy does not apply to student organization bulletin boards on the Concourse.)

Non-conforming flyers will be removed by the Office of Administration and Finance.

All flyers and other postings will be taken down after the end of each semester (including the summer term) by the Office of Administration and Finance, except for postings on student organization bulletin boards, which will be taken down at the end of each academic year.

The administration reserves the right to remove postings under certain circumstances, such as if they monopolize space so as to interfere with other groups' postings, or if they violate the law or other Chicago-Kent policies.

Digital Flyers

Flyers for the SBA to advertise events can be digitally displayed on the monitors in the front lobby. Please send your flyer via email to Ariana Monroe as a PDF.

Posters

Posters for events or special announcements for the SBA can be displayed according to the following guidelines:

- *Displayed one (1) hour before an event start time in the lobby or first floor elevator bank for events in Morris Hall, Auditorium and/or Lobby
- *Displayed one (1) hour before an event start time in the tenth floor elevator bank for events in Morris Hall
- *Displayed for one (1) week for other notices or announcements in the lobby
- *Displayed outside the third floor Spak with special approval from Ariana Monroe

Send your poster via email to the College Service Center (collserv@kentlaw.iit.edu) as a PDF and print specifications, e.g., full-sized, half-sized, color, black & white, etc.