



## **Easel Policy**

If a chartered organization or department wishes to display a poster in the Benson University Center (second or third floor), the poster must meet the following criteria:

1. Poster may not publicize any event that will be serving alcoholic beverages.
2. Every poster must be brought the Benson University Center Administrative Office (Room 335) for approval.
3. The Benson University Center Operations Manager will attach each poster to a bulletin board and place on an easel, depending on available space.
4. The poster can be displayed for one week prior to event date (unless special approval has been obtained from the Operations Manager). Poster must be removed immediately after event has ended. If not, it will be removed by this office and disposed of.
5. No organization may use its own easel in the Benson University Center.
6. If you place your poster without prior approval, it will be removed and disposed of.

If you have any questions concerning this policy, you can contact Gale Newport, Operations Manager, at (336) 758-5230 or come to Room 335 of the Benson University Center.