

Event Services

221 Squires Student Center (0138)
540.231.5005
eventservices@vt.edu



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Advertising on Campus

- Posted advertisements may be placed on general-purpose bulletin boards, A-frame boards, or wire signs designated for that purpose. Student Engagement and Campus Life Event Services must approve A-frame board or wire sign placement.
- The name of the sponsoring organization, event name, date, time, and location must be included. If a foreign language is used, an English translation must be provided.
- The advertisement, publicity, sign, banner, flier, or literature must be appropriate for its intended purpose and comply with the law.
- Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.
- An unaffiliated entity may only appear on posted literature if they are co-sponsoring or supporting a campus activity, event, or student organization. The co-sponsor's name may be listed so long as the primary University sponsor is also listed.
- Promoting the sale or consumption of alcohol on campus or in University publications is not allowed.
- No posting of any kind is permitted on doors, walls, windows, fences, directional/informational signs, lamp posts, light poles, barricades, trees or academic classrooms.
- No fliers or advertisements are to be distributed under hall doors or via door-to-door handouts.
- Advertisements cannot be placed on the windshields of vehicles parked on University owned or leased property.
- Marking on walkways, roadways, or other structures on campus with chalk, paint, or any other material is not allowed and is considered vandalism.
- Flier distribution is only permitted in reserved locations. See the Student Engagement and Campus Life Event Services Office's website for more information: campuslife.vt.edu/eventservices
- Any posted advertisements which have not received prior approval for display, or which must be removed in the event of an emergency, shall be removed and disposed of by Virginia Tech. Virginia Tech shall not be responsible for any costs associated with removed advertisements.
- Failure to comply with these policies may subject the responsible organization or individuals to fines for property damage or cleanup costs. Student organizations may have reservation privileges revoked if these guidelines are violated.

Campus Advertising Avenues:

- **A-Frames and Banners:** A-Frame and banner advertisements can be placed in various locations around campus. Reservations are made for one to two weeks and may consist of up to two locations at a time. For more information please the Event Services Office or visit campuslife.vt.edu/events/event_planning.html.
- **Collegiate Times:** Different sized ads can be submitted to the Collegiate Times. For more information, please see the following website: www.collegemedia.com/solutions
- **Information Booths:** There are two information booths located in Squires Student Center that can be reserved to distribute information or conduct fundraisers. Bake sales are not permitted in Information Booth A.
- **Table Cards (Dining Centers):** please visit : <http://www.dsa.vt.edu/tablecard/> to make a reservation
- **Virginia Tech Event Calendar:** please visit: <https://vtnews.vt.edu/submit-event.html>
- **VTTV or WUVT:** For more information, please see the following website: www.collegemedia.com/solutions

All University Policies for Advertising apply to Advertising which can be found at <http://www.policies.vt.edu>

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