1.21 Posting Policy
Banners and other posted materials may not be displayed on the residence halls' exterior. Posting is not permitted on external facing room doors, elevators, glass surfaces, or painted surfaces. Posted materials may not cover permanent signage. Posting in designated locations does not constitute review or endorsement of the content. University staff may immediately remove any banners or other posted materials that violate the posting policy.

There are three primary streams of posting requests to share information about resources, programs, and events with on-campus residents. Approval and distribution processes are as follows:

1. **Building-specific programs and activities: print and/or electronic distribution upon request to the building supervisor**
   a. Student residents of a particular residence hall may request approval of digital and/or print distribution of program information to residents of their hall. These may include building- or floor-specific events and activities, other items of interest to residents of the hall, or messages that foster community-building and connection among residents of that building.
   b. Student staff bulletin boards are not subject to this posting policy; they are guided by residential education expectations of student staff, to use their boards for information and community-building purposes on their floors.
   c. The building supervisor has discretion in approval and guidance as to community posting locations and formats.
   d. Posting is not permitted on doors, windows, elevators, glass, or painted surfaces and may not cover permanent signage or other current posting.
   e. Print posters shall be hung with blue tape or push pins on cork boards only; no clear tape, masking tape, or duct tape is permitted.
   f. Physical postings will be removed when the event or activity has ended

2. **Emory student organization programs and events: digital distribution only, through weekly building e-newsletters**
   a. Requests for distribution should be made to reshallpostings@emory.edu, with a .png or .jpg file of the digital flyer.
   b. Requests should be submitted at least ten days in advance of the program to ensure that flyers are distributed in time, since building newsletters go out on various days of the week.
   c. Flyers will be approved for posting if the organization is a registered Emory student organization and the information on the flyer is clear and complete. (Who, what, where, when, how to register or get more information). Abbreviated URL's or QR codes can be helpful since there will be no live links in the distributed flyer.
   d. Flyers will not be approved for posting for student election campaigns, or for off-campus (non-Emory) organizations or programs.
   e. Requests may specify certain class years or buildings or for distribution to all residence halls.
   f. Review of flyers is content-neutral, in accordance with Emory's Open Expression policy: https://emory.ellucid.com/documents/view/19648?security=c6f36f9de43a2cd25fc9961 4d09384f649a313cf.

3. **Emory University departmental programs and initiatives: digital distribution only, through weekly building e-newsletters**
   a. Requests for distribution should be made to reshallpostings@emory.edu with a .png or .jpg file of the digital flyer.
   b. Requests should be submitted at least ten days in advance of the program to ensure that flyers are distributed in time, since building newsletters go out on various days of the week.
   c. Flyers will be approved for posting if the information on the flyer is clear and complete. (Who, what, where, when, how to register or get more information). Abbreviated URL's or QR codes can be helpful since there will be no live links in the distributed flyer.
   d. Requests may specify certain class years or halls or for distribution to all residence halls.
   e. Review of flyers is content-neutral, in accordance with Emory's Open Expression policy: https://emory.ellucid.com/documents/view/19648?security=c6f36f9de43a2cd25fc9961 4d09384f649a313cf.