Poster approval policy
Guide for Student Clubs & Societies

Locations for approved A4 posters:
1. Commerce Student Centre poster board.
2. FBE Building poster board (by the entrance of the toilets).
3. Lifts in the Spot and FBE buildings.
4. Poster board between the toilet entry and Bar Commercio Café.
5. Small poster boards on levels 2 and 3 of the Spot (pillars between Tutorial rooms).
6. Business and Economics Careers Centre and MBS Student Experience poster boards,
   Level 1 the Spot.
7. MBS @ Berkeley St Student Centre, Level 4.

Locations for approved A3 posters:
Permanent poster boards in the Student Lounges of the Spot (located along
kitchenette divider).

Stamped approval criteria/eligibility:
- Your promotional material is for Faculty of Business and Economics (FBE) students;
- Your material represents the activities of a Club or Society that is affiliated with FBE;
- What you are promoting does NOT overlap with Career services provided by the
  University, that is programs that are already provided by Business & Economics
  Careers Centre or Careers & Employment. Please refer to their websites for further
- The material is NOT from an external company/service provider (posters from your
  sponsors should only be placed in the Student lounges and are not eligible for
  stamped approval);
- The posters must not have pictures of people or faces (as these are being defaced
  and causing offense to building users).

The STAMP:
Posters meeting the above mentioned criteria can be stamped by either the Commerce
Student Centre or the MBS & Berkeley St Student Centre. The date will indicate when the
poster should be removed, please be sure to take the posters down on and after the
stamped date.

- Event posters will be stamped with the date of the event
  (e.g. a poster advertising an event on the 14 January will be stamped with approval till the
14 January).

- General advertisements will be stamped with a date expiring in 1 Month
  (e.g. today 22 August, plus 1 month = 22 September).
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Please be advised of the following conditions:

1. **You** are responsible for the removal of your posters by the stamped date;
2. **You** may only place posters up in the locations mentioned above (NOT in the toilets or anywhere that is generally not considered a poster board);
3. **No** sticky tape or thumb tacs are to be used;
4. **The Faculty of Business and Economics Logo** must be used when advertising events sponsored by the Faculty. Please your FBE first point of contact (details below) for logo files and logo use guidelines;
5. **The Faculty of Business and Economics Logo** must NOT be augmented in any way - this includes incorrect colour, background and or alterations to the shape. Please your FBE first point of contact (details below) for logo files and logo use guidelines;
6. **Failure to comply with these conditions will lead to penalties to your Club or Society affiliation privileges.**

**FAQ’s:**

**Why do we need posters approved?**

The Spot and FBE buildings are at times cluttered with posters, which is unsightly and diminishes the effectiveness of legitimate and relevant material. Often when the buildings are extremely cluttered Building Supervision and Cleaning staff may remove both legitimate and inappropriate posters.

Replacement of legitimate posters is costly and time consuming to both the Faculty and Student Clubs and Societies. The Faculty is currently monitoring graffiti to determine whether we are able to retain this resource.

The rules on size and location clarify which posters should be removed and provide for greater fairness in promoting affiliated Club & Society activities.

**What do we do if we find posters not approved, not meeting compliance or up after their due date?**

These should be taken down immediately and reported to your FBE first point of contact. If you and your club members assist in maintaining these boards then we will be more likely to not have this resource taken off us in future.

Thank you for your ongoing respect for the Faculty of Business and Economics precinct.