

UC Outdoor Message Board Guidelines for Operation and Posting

General Operating Guidelines

1. The current time and temperature will rotate continuously.
2. There will be no more than 18-20 messages rotating at one time (three minutes to see all) including graphics.
3. Use of graphics will be at the discretion of Office of Public Relations and Marketing (OPRM) and will depend on aesthetic issues and the length of information needed for posting.
4. In the event of an emergency or important campus alert, OPRM will immediately post this information to the message board even if other campus event postings are temporarily displaced.

Posting Procedures

1. The coordinator of student publications, Tabitha Gilliland, in the Division of Student Affairs (DSA) will be the contact person for items to be posted.
2. The coordinator will collect (via the Student Publications website), prioritize and provide OPRM with information on student activities and events to be posted.
3. Information to be posted must include at least the following:
 - a. name and description of event;
 - b. sponsoring office or organization;
 - c. date and time; and
 - d. contact name and telephone number.
4. OPRM will be responsible for gathering information on other campus activities such as athletic events, plays concerts, etc.
5. Information will be posted no more than two weeks prior to event.
6. In general, events posted must be open to the entire campus and not targeted to specific groups. However, smaller events may be posted if space/time allow. Priority will be given to events occurring on main campus. Student organizations must meet Student Life and Leadership policies and guidelines and all other policies and guidelines for events for consideration of posting events.
7. Student organizations who wish to post event announcements must be currently registered with the Office of Student Life and Leadership, and must be in good standing with the University.
8. Events posted must adhere to the Code of Student Conduct, all APSU policies, procedures and guidelines, and all local, state and federal laws.
9. Posting of events is at the discretion of the DSA and the OPRM. There is no obligation or guarantee that all requests will be posted.
10. The coordinator of student publications will send approved accumulated announcements to the OPRM each Tuesday and Friday for the OPRM to post on the message board.

September, 2007