Information Exchange in the University Student Union (SSU150) completes campus-wide approval. Any posters that do not have the approved Information Exchange seal in the lower left corner will be removed.

To be approved, all posters must meet the following guidelines:

• Events/services must be open to the SDSU community, relate to a university approved organization and/or activity, and show obvious and legitimate sponsorship by:
  ° SDSU departments, offices or colleges
  ° SDSU recognized student organizations
  ° Official SDSU committees

• All posters must be hung on the designated bulletin boards in each building. Posters not hung on the designated boards will be removed.

• Posters must have an English translation of anything in another language.

• Use of SDSU copyrighted images must be approved via University Relations graphic identity guidelines. Questionable use of images will be referred to University Relations for their approval.

• Any content on event posting related to upcoming elections must comply with all laws regulated by South Dakota Secretary of State Office.

• Flyers cannot have the following: promotion of alcohol, alcoholic event, or other drugs, explicit sexual material, profanity, or ads that compete with Dining Services or the University Bookstore.

• Flyers may be posted as early as six weeks before the event.

• Poster size cannot exceed 12x18. Organizations must take down flyers after the event.

Residential Life Specifics

• All flyers/posters/banners must be approved for posting by the CD/RHD, dated, and stamped with the hall name of the residence hall where they will be displayed before they will be posted.

• With permission of the CD/RHD, materials may be left on a table in each building lobby for promotion of off campus businesses or organizations. Such material must be consistent with Residential Life and university policies and philosophies.

• Organizations or individuals wishing to advertise or publicize in student mailboxes must follow guidelines noted in Residential Life “mail” and “solicitation” policy.

To request that your event be published on the calendars of the SDSU public website, email websupport@sdstate.edu. To request your event be published on InsideState or Mystateonline, email sdsu.supportdesk@sdstate.edu. The Office of Web Development and Management reserves the right to reject items. For more information, please call 688-6134.
Approved Posting Locations

Administration ..................................................E. entrance
Agricultural Engineering.......................................S.E. entrance on E. wall
Agricultural Hall ..............................................S.E. entrance near room 139
Agricultural Heritage Museum ..............................Main entrance near restrooms
Alvida Myre Sorenson Center ...............................N. and S. entrances
Animal Disease Research ....................................XXXXX
Animal Science Arena ........................................XXXXX
Animal Science Complex ....................................S. wall of lobby near fountain
Avera Health and Science ..................................W. vestibule on S. wall
Briggs Library ....................................................Main floor hall by restrooms
Central Heating Plant ........................................XXXXX
Communications Center ....................................W. entrance
Crothers Engineering Hall ..................................Across from room 214
Dairy Microbiology Building ...............................W. side of main lobby
Deputy Military Hall ..........................................Across from men’s restroom in gymnasium
East Headhouse ................................................XXXXX
Electrical Engineering and Computer .....................S.W. entrance
Ethel Austin Martin Building ................................XXXXX
Foundation Building- Old ...................................E. wall second floor near top of stairs
Grove Hall ........................................................N. entrance
Harding Hall .....................................................Main entrance
Horticulture Building- Old ..................................W. door
Horticulture Forestry Building ............................XXXXX
Horticulture and Forestry Greenhouse ....................XXXXX
HPER Center ....................................................E. entrance/vending by N. wall
Industrial Arts Building ....................................XXXXX
Intramural Building ..........................................S.W. entrance
Lincoln Music Hall ............................................W. of stairs in main hall
Medary Commons ............................................Lower level between restrooms
Northern Plains Bio Lab .....................................N. side of main entrance outside room 103
Performing Arts Center ....................................XXXXX
Physical Plant Building .....................................XXXXX
Physiology Lab ..................................................XXXXX
Plant Science Lab ............................................S. entrance near drinking fountain
Pugsley Continuing Education Building .................Across from vending downstairs right of main entrance
Rotunda for Arts and Science ..............................W. vestibule near classroom entrance
Scobey Hall .....................................................N. entrance near room 126
Seedhouse ........................................................XXXXX
Seed Technology Lab ........................................XXXXX
Shepard Hall ..................................................XXXXX
Solberg Hall ...................................................S. entrance near intersection of halls
South Dakota Art Museum ..................................Outside theatre/lecture hall
Student Wellness Center ..................................N. vestibule
Tompkins Alumni Center ..................................W. vestibule
University Sores and Services ..............................XXXXX
Veterinary Isolation Building .............................XXXXX
Wagner Hall ...................................................N.W. and S.W. entrances on E. side of hall near vestibule
Wecota Hall ....................................................E. entrance
Wenona Hall ..................................................Front entrance
West Hall ........................................................Main entrance
Wintrobe Student Center ..................................S. wall near lounge
Yeager Hall .....................................................S.W entrance on W. wall