Posting Policy
South Dakota State University

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, InsideState or Mystateonline, please deliver a poster to the Old Horticulture Building (SOHO 101) or email a copy to SDSU.OWD&M@sdstate.edu. The Office of Web Development and Management reserves the right to reject items. For more information, please call 688-6134.