Fordham University

Lincoln Center

Posting Policy

This is a campus wide initiative to maintain, in a neat and orderly fashion, current postings throughout all buildings on the Lincoln Center Campus.

**Posting Approval Offices:**

* Office for Student Involvement (140W Room G33).
* Residential Life for all postings in McMahon and McKeon (McM 108).
* Jennifer McKeown for Gabelli events (140W Room 126).
* Martino Hall (Sarah Hunt Munez) for DAUR events (Martino 8th Floor).
* Judy Kelly for Arts & Sciences Faculty events (LL 821).
* Jonnie Torres for GSSS events (LL 726).
* Carolyn Velazquez for Grad Ed events (LL 1121).
* Law Administrators and Student Affairs for Law events

**Sign removal (once past posting date)**

* Residential Life for McMahon and McKeon.
* Student Involvement for 140W Garden Level
* Gabelli for 140W 3rd Floor Student Lounge
* Approvers at the Law School.
* Leslie, Vincent, and Sarah Hunt Munez in Martino.
* Lowenstein: VPLC

Campus Operations cleaners will check all posting areas at major breaks: Thanksgiving, Christmas, Spring Break, and Summer.

It is also the sponsoring groups responsibility to remove postings after events.

**Fun tack**

Fun tack is to be used on all surfaces on all floors everywhere on campus. Signs with scotch tape will be returned to the sponsoring organization.

**Lowenstein individual floors:**

The maroon posting boards at the Plaza level and floors 4, 5, 8 and 9. Black boards on the 3rd. floor. Floors 2 and 6 have large boards in the perpendicular corridor. As well as the street level corridor from Lowenstein to McMahon and Lowenstein to 140 and Law.

* The 7th floor is managed by Graduate School for Social Services and only their postings are allowed on this floor.
* The 10th and 11th floors are managed by Grad Ed and only their postings are allowed on these floors.
* Be sure NEVER to post on painted walls, only posting boards.

**140W individual floors:**

Posting only allowed on clear acrylic posting boards on these floors

* 3rd Floor by the social lounge
* Garden Level – 3 clear colored posting boards.

**Posting Rules:**

* Postings must be for events in a 30 day period, meaning the flier can list events in a 30 day period.
* We will not approve postings with events beyond 30 days.   We will stamp two weeks ahead of your event or the first event.
* All posting must be for events sponsored by University departments or student organizations.  The department or organization name must appear on the flier, no initials, please write out the full name.
* Your event must have a dated stamp from a Lincoln Center office.
* Postings can be approved for 2 weeks.
	+ There are exceptions for the 2 week posting period: large events that require a ticket purchase such as Winterfest and President’s Ball.

*Alcohol and parties should not be advertised on fliers.  The event should clearly be for graduate students, cocktail hours can be referred to as “hors d’oeuvres hours”; and a request to bring “state issued ID.”*

* Postings go on display panels ONLY, never the painted wall.
* Do not post in elevators, in the stairwells, above the escalators or within 3’ of the fire equipment (warden phone, emergency pull station).
* Do not post above or below the elevator call buttons.

**New “DAY OF EVENT” rules:**

On the day of the event, a 22” x 28” poster can be placed in the display pod at the Lowenstein entrance or the entrance to 140 depending on where the events is located. Easels are discouraged, the display pod is preferred.

We ask that event organizers do not duplicate directional signs to restrooms and breakout rooms.

**Faculty advertisements** for future classes may be posted 1 month prior to registration and ONLY 1 per floor on Lowenstein floors Street Level, 4, 5, and 8.

**Posting sizes**:

* 8 1/2 x 11” fliers or maximum 11” x 17” posters.
* 22” x 28” posters are available in Lowenstein and 140W.
	+ Lowenstein Street level display boards are for “day of” events and approved through the VP for Lincoln Center office.
	+ Lowenstein Indoor Plaza display boards at the top of the escalator are for larger posters
		- Departments and graduate clubs must be approved through the VP for Lincoln Center.
		- Undergraduate clubs can post with the Office for Student Involvement stamp.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | # of Approved **Fliers** (8/12 x 11) | # of Approved **Posters** (11 x 17) | **Locations** |
| Street Level | 5 | 3 | Posting allowed on maroon boards only on Street Level connecting Lowenstein, McMahon, 140W, & Law School |
| Lowenstein (LL) | 16 | 8 | 2 fliers or 1 poster on the following floors: * Plaza Level – maroon boards only
* 2 – boards only (hallway towards restrooms)
* 3 – black boards only
* 4 – maroon boards only
* 5 – maroon boards only
* 6 – boards only (hallway towards restrooms)
* 8 – maroon boards only
* 9 - maroon boards only

---------------------------------------------Undergrad clubs cannot post on the following floors. All others who want to post on these floors must have the stamp for the grad school who oversees the floor.* 7 – requires GSSS stamp
* 10 & 11 – requires GSE stamp
 |
| 140 West 62nd(140W) | 2 | 2 | 1 flier or 1 poster on the following floors: * 3rd Floor Gabelli Student Lounge area – clear boards only
* Garden Level - clear boards only
 |
| Total # of posting that can be approved | 21 | 12 |  |
|  |  |  |  |
| McMahon (MCM) | 20 | 20 | Drop off to Residential Life in MCM 108 for approval. RAs will post 1 flier or 1 poster on each of their floors |
| McKeon (MCK) | 24 | 24 | Drop off to Residential Life in MCM 108 for approval. RAs will post 2 fliers or 2 posters on each of their floors |

Undergraduate clubs cannot post on floors 7, 10, and 11 or in Lowenstein.

GSSS manages 7, Grad Ed. Manages 10 and 11.

Law posting areas are dedicated to certain groups.

Martino Hall has holders for 8 1/2 by 11” postings in each elevator.