

Louisiana Tech University

College of Business

Posting Policy

The College of Business provides the opportunity for College of Business student organizations and departments and/or administrative areas of Louisiana Tech University to publicize upcoming events through means of bulletin boards located in the building. When space permits, CoB departmental flyers announcing non-event information of interest to the general student population may also be posted. This information pertains only to College of Business bulletin boards.

As space permits, materials may be displayed for up to two (2) weeks in advance of the event. All materials must be approved by the Assistant Dean of Student Services in the Dean's Office. In order for materials to be posted, it is necessary to comply with the following guidelines:

1. Student organizations must be recognized by the College of Business OR Louisiana Tech University in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by recognized organizations.
2. Materials need to include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address), and the sponsoring organization's full name.
3. Due to bulletin board space limitations, materials **cannot** exceed 8.5" x 11".
4. No poster or flyer will be approved if it promotes profanity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in university policies), religious or political views, alcohol or drug abuse, or illegal activities.
5. Materials may NOT be posted on painted surfaces, doors, windows, chairs, or other areas that are not designated for such purposes. Such materials are subject to immediate removal without notice to the sponsoring organization.
6. Unauthorized materials will be removed and discarded without notice to the sponsoring organization.