

A Division of Student Affairs

Campus Advertising Guide

UNIVERSITY OF GEORGIA

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Tate Center Information Desk

325 Tate Student Center

Athens, Georgia 30602

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This booklet is designed to provide the University of Georgia community with information about advertising on campus. Included are suggestions, tips, and techniques, as well as information about campus policies and advertising opportunities. The policies and guidelines apply to all campus advertising. This guide has been compiled with input from various departments on campus, but policies are subject to change at any time. If you have any questions about information included in this guide, please contact the appropriate people listed in the back of this booklet.

Only registered student organizations and University departments and units may advertise on campus. Commercial advertising of any type is not permitted and will be removed routinely. Posters may not include any commercial advertising, nor promote any commercial business. See the University of Georgia Student Handbook for more information (<http://www.uga.edu/stuact/handbook.html>).

Some areas require approval by a representative of that area, so please pay close attention to any additional guidelines given to you by specific areas. For additional information, please contact the Information Desk Supervisor in the Tate Student Center at 542-3816 or the department office of the building in which you would like to advertise.

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Advertising Tips

1. **Start advertising early!** Many publications require that advertisements be submitted 2-3 weeks prior to publication. Plus, early advertising gives your audience time to think about your event and plan to attend.
2. **Use several different methods to advertise.** Not everyone on campus receives information through the same methods. Some people read the newspaper every day, while some people only read the bulletin boards in their building or listen to the radio.
3. **Be creative!** Flyers are great, but with all the paper hanging up on campus, you might need to jazz up your ad in order for it to be noticed. Try using color, varied shapes of paper, different fonts or lettering, or eye-catching logos or designs. Also, try to think of other advertising ideas that are out of the ordinary. Try using clip art or cutouts from magazines or newspapers. Just be sure that whatever you plan is within the campus guidelines.
4. **Participate in any fairs or other organizations' events on campus.** Consider having students interested in your organization give you their names and contact information, so that even if they don't join your organization, you can send them invitations to attend your events. Announce your events to other organizations you belong to or on other listservs you are on. The Department of Student Activities holds two activities fairs each school year for organizations to advertise and recruit. In addition, the department also sends out weekly announcements on a listserv for organization leaders.
5. **Get a second opinion.** Often, others may see what we do not. Have an objective person look at your advertising so that you can be sure that the message you want to get across is actually the message the reader is receiving. Also check for typos, offensive images or misspelled words. Make sure that you are representing your organization the way you want to be represented.
6. **Hire someone.** Tate Print & Copy Services has a graphic designer on staff that can help. Please call 542-8493 to make an appointment to bring your ideas to a creative reality. AdWorks, a division of the UGA Ad Club, is a student organization that provides advertising for other student organizations at no cost. For more information, visit www.uga.edu/adclub or call 542-5044.

How to Write a News Release

1. When sending information to media outlets, you should send the information at least one to two weeks in advance of the day you would like an advertisement to run. It should be at least three weeks before the day of the event you are advertising.

The top of the page should say “News Release.”

2. Include the most important information in the first paragraph (the “lead”). Grab the reader’s attention and start with a *theme sentence* explaining: the essential information: **who, what, where, when, why.**

3. Start the news release with the most pertinent information and continue with less important information as the text progresses. Include the date the release is written and sent at the top of the page.

4. Remember to include other pertinent information such as when and where tickets will be on sale, the price of admission, information about accessibility for the disabled, parking, etc.

5. At the bottom of the news release, in a separate paragraph or section, include a way for people to contact your organization if they have questions. This can be by telephone number, e-mail, web site, or all three. The more options you give people to contact someone, the easier it will be for them to do so.

These tips can also be adapted to any other type of advertising. Always remember to include your group’s name and a way to contact you in case people have questions about your event.

Some Things to Consider

University Policies

Student organizations are subject to all University policies. Some policies apply to the University of Georgia as a whole, and other policies apply to student organizations specifically. For more information, read the University of Georgia Student Handbook (<http://www.uga.edu/stuact/handbook/>) or consult the Department of Student Activities in room 325 of the Tate Student Center (542-7774).

New Organizations

Any student who wishes to start a new student organization should pick up the Student Organizations Registration Packet from the Department of Student Activities in room 325 of the Tate Student Center. Once the student has picked up this packet, he or she is eligible to make up to 3 reservations in the Tate Student Center or Memorial Hall for recruitment purposes only. The new group may not host any special events or activities until registration has been completed. For more information, see the Campus Reservations Office Desk in room 202 of the Tate Student Center (583-8020).

Disabled Access

Some people may require accommodations in order to attend an event you advertise. These accommodations may include a sign language interpreter, assistive listening device, large print, audio, Braille, wheelchair access, or handicapped parking. Including statements indicating the accessibility of your event may make interested persons feel more comfortable attending. Some sample access statements are included. For information about accommodations for persons with disabilities, contact Disability Services at 542-8719.

Consider using or modifying these sample access statements for program announcements, newsletters, brochures and other communications:

General

“Access provided for people with disabilities. Call (your event’s contact person) by (date) for specific requests.”

“The University of Georgia (insert program or department name) is committed to providing access for all people with disabilities and will provide accommodations if notified.”

Written Materials

“This document is available in large print, audio cassette, or Braille. For information, contact the editor.”

Comprehensive Statements

“This program follows the regulations outlined in the Americans with Disabilities Act. Call (your event’s contact person) for information about architectural access and to arrange for sign language interpreters, assistive listening devices, large print, audio, or Braille.”

“Please call (your event’s contact person) to request the following: sign language interpreter, assistive listening device, large print, audio or Braille.”

Inaccessible Buildings

“Alternate access will be arranged for people with limited mobility. Call (your event’s contact person) by (date) for specific requests.”

Partially Accessible Buildings

“Wheelchair access is located at (location, i.e., “southwest entrance”). Parking available (location).”

Programs and Events

“To request a sign language interpreter or assistive listening device, call (your event’s contact person) by (date).“ (This statement not only welcomes deaf individuals to your event, but also sets a realistic time frame for interpreter service requests.)

Types of Advertising

Activities Fair

The Department of Student Activities hosts an activities fair twice per year to give organizations an opportunity to recruit new members, give information about their activities to students and increase the visibility of the organization. Space is limited for these events, so early registration is essential. For information on registering for these fairs, contact the Department of Student Activities at 542-1884.

Banners and Banner Boards

Banner boards are large boards that student organizations can reserve to place banners to advertise their events. The Department of Student Activities has 9 banner boards for use by student organizations: 2 boards are located in front of Memorial Hall, 2 in front of the Physics Building, 1 inside the Tate Student Center, 2 on the Tate Plaza, one next to Sanford Bridge and one at the first floor entrance of the Tate Student Center. Generally, student groups make these banners with supplies from the Department of Student Activities. Professionally-made banners may be displayed on the breezeway between the Tate Student Center and the University Bookstore. See the Campus Reservations Office located on the 2nd floor of the Tate Student Center for information and pricing (583-8020 or www.reservations.uga.edu). Professionally-made banners can be ordered at the Tate Print & Copy Services. For prices and more information call 542-8493, or visit 121 Tate Student Center.

Campus Activities Calendar and Master Calendar

Student Activities on-line events calendar: <https://db.uga.edu/stuact/>. For more information call 542-7774. The University of Georgia Master Calendar is on-line at <https://db.uga.edu/mastercalendar>. For more information call 542-8090.

Chalk

To prevent defacing of university property (according to Conduct Regulations for Student Organizations, Section I, "Damage to Property," UGA Student Handbook), the use of chalk to write messages, advertisements, etc. is prohibited in and around Department of Student Activities facilities. This includes the sidewalks and walls adjacent to the Tate Student Center, Tate Plaza, Memorial Hall, Memorial Hall Plaza, Legion Field and Legion Pool. Any organization identified as having used chalk on the sidewalk, plaza, walls, etc. of these Student Activities facilities and adjacent areas will be assessed an appropriate clean-up charge and may face organizational sanctions. For more information, contact the Campus Reservations Office at 583-8020.

Columns:

Columns, the weekly faculty/staff newspaper, will print announcements from campus-based organizations whose membership includes UGA faculty and/or staff. E-mail announcements to columns@uga.edu, send through campus mail to Columns, A205 Stegeman Coliseum Athens, Georgia 30602 (campus postal code 4371) or call 542-8077. **PLEASE NOTE: All announcements must be received at least two to three weeks in advance to be included in these publications.**

Computer Advertising: Listserv, Websites and E-mail

Student organizations may sign up for their own listserv to distribute information to their members or other interested parties. For information on starting a listserv for your organization, see <http://www.listserv.uga.edu/>. Before posting advertisements to other listservs on campus, be sure to check with the list owner to be sure that the ad is appropriate for that list. Try targeting a department or organization that you think may be especially interested in your event (i.e. if you are inviting an author to speak on campus, contacting the English and Comparative Literature departments is a good start). Telephone numbers for each department or school are listed in the campus phone directory, or by calling 542-3000 or online at <http://www.uga.edu/find.html>.

The Department of Student Activities publishes a weekly edition of the Student Organizations Listserv. This list is distributed to the chief officer of each of the registered student organizations (currently over 500). Registered student organizations and other campus units may advertise on this list by contacting Student Activities, 542-7774.

An officer of a student organization may request a website for the organization by visiting the Computer Services Annex (next to the Statistics building). The student organization is responsible for the management of the web page. Call 542-3106 for more information. Web sites can be useful for advertising your organization, giving additional information about your group and events, or giving contact information for the organization.

E-mail should only be used to send information to people who have requested it. University policies prohibit the use of bulk email to advertise to anyone who has not expressed an interest in the information (this is different from people who are subscribed to a listserv). Be sure to review the University of Georgia Policies on the Use of Computers (<http://www.uga.edu/compsec/use.html>, section (18)) for more information.

Display Cases

The Department of Student Activities offers 5 display cases for campus organizations to put displays. Any group may reserve one case for up to 3 two-week periods each semester. For additional information, or to reserve a display case, call Student Activities at 542-7774.

Donation Boxes

For additional information, contact the Information Desk Supervisor at 542-3816 or infodesk@uga.edu.

Electronic Marquees

Electronic Marquees are located on the 1st and 3rd floors of the Tate Student Center. For additional information, contact the Campus Reservations Office by phone 583-8020, by fax 583-8025 or by email rsvtdesk@uga.edu.

Electronic Signs

The electronic message board in front of the track is programmed on a daily basis by the Athletic Association. Please call the Sports Promotions office at 542-9039 for additional information.

Football Game Days

On home football game days, the guidelines for reserving the Tate and Memorial Plaza are still in effect. No one may set up a table or standing booth without reserving the space in advance from the Department of Student Activities. Fewer spaces are available on these days due to the large crowds. Newspapers and UGA Magazines may be sold on a person-to-person basis (no booth or table) on the plaza. All advertising or vending requests at Sanford Stadium on Saturday home games should be directed to the Athletic Association. For more additional information please contact the Sports Promotion at 542-9039. All other advertising or vending requests should contact the Solicitation Manager at 542-7176.

Free Speech

The University of Georgia has designated the Tate Plaza and Memorial Hall Plaza for speeches and demonstrations. Individuals may use the plaza stage as a Free Speech Platform. However, an organization with a reservation for the Tate Plaza has exclusive use of the stage during the time of the reservation. See the Department of Student Activities for the complete policy (542-7774).

Fund raising

Any fund raising by student clubs and organizations must be approved by the Department of Student Activities before advertising may be posted. Fund raising, as it pertains to student organizations, is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; selling or distribution of items, materials, products, or services; and sponsorship of events where admission is charged. This includes, but is not limited to, T-shirt sales, car washes, bake sales, concerts, or parties (when admission fee is charged). The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved. See the Student Handbook for details (<http://www.uga.edu/stuact/handbook.html>). Submit requests for approval to the Campus Reservations Office (2nd floor).

Mail:

Student Organizations may purchase a mailing list of all student groups from the Student Organizations Secretary in room 325 Tate Student Center. Some student organizations receive mail in room 150 Tate Student Center. You may distribute flyers by hand to these mailboxes.

To send a mass mailing to student groups or any other mailing list, mail must be individually addressed and processed according to guidelines published by Campus Mail. Campus Mail will also affix addresses to mass mailings when the mailing list is submitted via computer file, and provides a sorting service. Contact Campus Mail at 542-7312 for more information.

Postal Service regulations and Department of University Housing policies govern the placement of materials in student mailboxes. **Items from outside businesses will be placed in student mailboxes only when individually addressed with the room number and hall designation and posted through the U.S. Postal Service.** Official university business items reviewed by the Residence Life Coordinator of each residence hall area will be placed in student mailboxes.

Marches and Rallies

Marches, speeches, planned for campus areas must be approved by the Director of Student Activities at least 48 hours in advance and receive a permit for the gathering. Please see the University Conduct Regulations in the UGA Student Handbook for more information about policies governing freedom of expression and using University facilities or call 542-7774.

Newspapers, local

Athens hosts one daily newspaper (the Athens Banner-Herald, and one weekly newspaper (Flagpole). Depending on the type of event you are advertising, you have several options open to you. All of these newspapers host a community calendar, listing events happening locally (often for free). They also sell advertising based on the size of your ad. In order to determine the best method of advertising for your event (and your budget!), you should speak with a representative of each of the newspapers. To contact the Athens Banner-Herald, call 549-0123 or e-mail them at marquee@onlineathens.com or ad_reps@onlineathens.com. Their web site at www.onlineathens.com also lists advertising rates. Flagpole is published every Wednesday. To contact Flagpole, call 549-9523 or 549-0301, or e-mail them at mail@flagpole.com. Their web site is www.flagpole.com.

Newspapers, Campus

The University offers two regular newspapers. The Red and Black is the student-run newspaper which is privately funded and accepts paid advertising and free calendar listings. See the section under Red and Black for more information. Columns is the official faculty and staff newsletter, published by the UGA News Service. See the section under Columns for more information. budget!), you should speak with a representative of each of the newspapers. To contact the Athens Banner-Herald, call 549-0123 or e-mail them at marquee@onlineathens.com or ad_reps@onlineathens.com. Their web site at www.onlineathens.com also lists advertising rates. Flagpole is published every Wednesday. To contact Flagpole, call 549-9523 or 549-0301, or e-mail them at mail@flagpole.com. Their web site is www.flagpole.com.

Newspapers, Campus

The University offers two regular newspapers. The Red and Black is the student-run newspaper which is privately funded and accepts paid advertising and free calendar listings. See the section under Red and Black for more information. Columns is the official faculty and staff newsletter, published by the UGA News Service. See the section under Columns for more information.

Radio:

WUOG, 90.5FM is the student-run radio station on campus, broadcasting from Memorial Hall. They will air as many public service announcements as possible, but reserve the right to determine whether or not the announcement will be used. They also reserve the right to edit announcements before they are read or played on the air. Editing may be used for inappropriate language or content, announcements that exceed the time limit, announcements that are for profit, or any other questionable aspects as the public affairs

department sees fit. Pick up a public service announcement form at the Tate Student Center Information Desk or room 153, or mail the announcement to WUOG, Box 2065, Tate Student Center, Athens, GA 30602, or fax to 542-0351. Call 542-7100 for more information or visit <http://www.wuog.org>.

WUGA, 91.7/97.9 FM is the public radio station which operates from the Georgia Center for Continuing Education on campus. To contact them about announcing your event on the air, call (706) 542-9842, or e-mail at wuga@gactr.uga.edu.

Recruitment

Off-campus recruiters may post advertisements announcing an *on-campus recruiting session* only. The advertisement must have the specific date, time and location of the event and the location must be held in a **reserved, on-campus location**. Events occurring off-campus at local hotels or conference centers are not permitted to be advertised on campus, unless the advertiser is a University department or a government institution. Recruiters are not permitted to advertise to meet students in non-reserved common areas of campus. No general recruitment flyers are permitted, such as flyers advertising jobs with only a telephone number to call or web site to see for more information. All other guidelines in this brochure must be followed. **For more information, contact the Tate Student Center Information Desk.**

The Red and Black:

Student organizations may advertise in the UGA Today section of the Red & Black at no charge (as space permits) or they may choose to pay for guaranteed advertising in the paper. Items for UGA Today must be submitted in writing at least two days before the date it is to be published. Submit items to The Red & Black office at 540 Baxter St. (phone # 433-3002) or visit their website at www.redandblack.com for more information about advertising rates or advertising on the website.

Street Painting

Student organizations may also advertise by painting a section of Sanford Drive near Hooper Street. Water-soluble (tempura) paint must be used. The organization will be subject to a fee if permanent paint is used. The organization is responsible for calling the UGA Police (542-5813) at least 2 hours before the painting project to let them know you will be on the street. Weekend hours are preferred, due to lower traffic. The hours between 12 midnight and 7 am are the most suitable times of day. There is no charge for advertising in this space. For more information, contact the Campus Reservations Office in room 202 of the Tate Student Center or 583-8020.

Tate Student Center and Memorial Hall

Within the Tate Student Center and Memorial Hall, several advertising options exist for student organizations. Student organizations or University departments or units may have fliers posted on the bulletin boards by the Tate Student Center Information Desk staff. Only 10 fliers are permitted to be divided between the two buildings, and the Information Desk staff must approve and post the fliers. All fliers posted in the Tate Student Center or Memorial Hall must be approved and posted by the Information Desk staff. Display cases are also available through the Department of Student Activities (room 325 Tate Student Center). In addition, a banner board is also available for rental through the Campus Reservations Office.

Tate Plaza and Memorial Plaza

Student organizations may rent spaces on Tate Plaza and Memorial Plaza. Groups can increase their visibility to the campus by staffing a table during peak hours. In addition, the free speech platform can be reserved for student organization functions (see the section on Free Speech). For information or to rent a table space, contact the Campus Reservations Office in Tate Student Center (583-8020).

Television

University Housing operates a student-run television channel, Housing 12. Housing 12 accepts ads for their bulletin of University events. Contact 542-7295 for information or e-mail hsg12@arches.uga.edu. University Cablevision is the University-run cable operator which broadcasts on campus, as well as a channel on the local Athens cable system. To post ads on University Cablevision, mail or fax the information to University Cablevision, OISD- University of Georgia, Instructional Plaza - South, Athens,

GA 30602-3015, (fax) 542-0518. University Cablevision will air information only for events and activities related to the University of Georgia. Call 542-1582 for details.

Vending

Vendors may not solicit or advertise on campus without the expressed written consent of the Director of Auxiliary Services or the Vending Services Supervisor. Please contact the Vending Services Supervisor at 542-7167. For solicitation on Jackson or Broad Streets, vendors must first obtain a permit at room 350 of the Athens-Clarke County Courthouse Annex (706) 613-3530.

Poster Restrictions and Guidelines

No matter what you call them, posters / flyers / handbills / paper announcements are definitely the most commonly used form of advertising on campus. You see them everywhere: in buildings, on bulletin boards, next to bus stops, on buses, and in the student center. They are probably the best way to get your information out to students, faculty, staff and campus visitors. The following guidelines apply to all posted materials on campus. Also listed are some specific areas and particular guidelines for those areas.

- Flyers or advertisements sponsored by student organizations may be posted on campus bulletin boards, except for boards that are specifically reserved for a certain purpose (like banner boards). Nothing may be posted on any surface that is not an approved bulletin board, including bus shelters, trash cans, walls, railings, bathroom stalls, benches, light posts, staircases, windows, doors, newspaper boxes, etc. Posters may not cover any other advertisement, nor may any current fliers be removed before the advertised event in order to make room for other advertisements. Fliers advertising past events may be removed to make room for current ads.
- Flyers should not exceed 11 by 17 inches. Banner Boards may be reserved for larger posters at the Campus Reservations Office in the Tate Student Center.
- Commercial advertising is not permitted on campus. If your event is cosponsored by a commercial business, the name/logo of that organization must be printed in type that is significantly smaller than the name/logo of the campus organization and the event information. For information, see the Tate Student Center Information Desk Supervisor.
- Posters must advertise an event sponsored by a registered student organization, UGA Department, or U.S. Government organization. Refer to the current Directory of Student Organizations or call the Department of Student Activities at 542-7774 if you are unsure whether your student organization is registered.
- The name of the sponsoring organization or department MUST appear on each poster. “Teaser” advertisements may be used, but the sponsoring organization must be identified on the fliers. Teasers are defined as ads which give little information except an eye-catching slogan or logo, which will be replaced later by a more informational ad.
- Glitter, telephone number tabs, card pouches, tear-off cards and other such materials are not permitted in most areas because of the litter problems they create. Please inquire at the individual department offices in each building for specific limitations.
- If the flyer is printed in a language other than English, English subtitles must be listed to identify the name of the organization, the subject of the flyer, and the time and place of the event.
- Advertisements may not advertise alcohol in any form on campus. If an event occurs off campus, no references may be made to alcohol in any form, drink prices or drink specials. Contact the Department of Student Activities at 542-7774 for more information.
- “Late Night Events” are those happening after normal building hours in Student Activities facilities. These events must include on all advertising the statements, “no alcoholic beverages allowed, ID required, and no one under 18 permitted.” Copy-ready versions of these statements are available from the Tate Student Center Information Desk.
- Interior bulletin boards are subject to the approval of the department overseeing the bulletin board. Boards that are specified for use by certain groups or departments are not available for general posting. Check with the department offices of each building for poster approval.
- All flyers, advertisements, or items that do not comply with UGA guidelines and violate the No-

solicitation Policy are routinely removed by the Solicitation Manager. Flyers may be posted for 10 days on outside bulletin boards, and must be removed the day after the advertised event. A total of 4-6 securing devices (tacks, staples, etc.) must be used to secure the posters. Only one flier per organization is permitted on each bulletin board, and the fliers must be upright and squared to the board. No personal advertisements are permitted on exterior bulletin boards, including but not limited to sublease/roommate ads, "for sale" ads, "ride wanted" notices, etc. Posters may not be hung on top of any other poster, nor may any current posters be removed before the advertised event in order to make room for posters advertising another organization. Posters advertising past events may be removed to make room for current posters.

- Events occurring at off campus, private establishments must feature the name of the sponsoring student organization in a significantly larger font size than the name or logo of the venue.
- Student organizations may hand out non-commercial handbills on a person to person basis on the Tate Plaza, but may not be left on chairs, tables, desks, etc. of the Tate Student Center or Memorial Hall, or any other building on campus.

Where to Post Fliers

Campus Bus Cards

All Bus Card advertisement requests are handled through Tate Print & Copy Services, Room 121 Tate Student Center. For more information call 542-8493 or <http://www.uga.edu/stuact/facilities-services/buscardpolicy.html>

Interior Bulletin Boards

Interior bulletin boards are subject to the approval of the department overseeing the bulletin board. Boards that are specified for use by certain groups or departments are not available for general posting. Check with the department office of each building for poster approval.

Exterior Bulletin Boards

Exterior bulletin boards are located at various locations around campus. Some boards may have names of campus groups on them that reserves that board for that group. No advertisements may be placed on reservable banner boards in front of the Tate Student Center, Memorial Hall, or Physics building without a reservation, and only banners may be placed on those boards. See the previous page for additional guidelines.

Nothing may be posted on any surface that is not an approved bulletin board. Bus shelters, trash cans, walls, railings, bathroom stalls, benches, light posts, staircases, windows, doors, newspaper boxes, etc. are NOT approved posting locations, and anything posted in these areas will be immediately removed.

Personal Advertisements

Personal advertisements listing items for sale, for rent, rides, tutors, or other “wanted” items, etc. are not permitted on exterior bulletin boards on campus. Some departments may have bulletin boards in their areas for students to post these types of advertising. The Tate Student Center provides two kiosks for personal advertisements. Tate Center ads must be placed on preprinted cards available at no charge at the Tate Student Center Information Desk. Cards will be posted by employees of the Information Desk. See the Information Desk Supervisor for more information or call 542-3816.

Residence Halls

Departments, student organizations and private businesses may leave literature on a distribution table designated by the Residence Life Coordinator in each residence hall community as space permits. The literature will be discarded every two weeks. University offices and departments may submit signs for posting in each living unit. Student organizations may submit signs for posting in the primary posting area in each building. All signs must be presented at the office in each residence hall community for approval by the respective Residence Life Coordinator. Signs must be removed within 24 hours following the program or activity date. Any and all unapproved signs found posted in UGA residence halls will be removed.

Tate Student Center and Memorial Hall

Posters or fliers posted in the Tate Student Center and Memorial Hall MUST be approved by the Information Desk or Information Desk Supervisor. Up to ten posters may be submitted from any group, club or organization registered with the Department of Student Activities or University departments or units. All posters in these buildings will be posted by employees of the Information Desk. Any posters that are put up by others without the approval of the Information Desk Supervisor will be removed and discarded. Brochures or pamphlets may also be submitted to the Information Desk Supervisor to be placed in brochure racks. Poster-sized advertisements may be placed in glass display cases as space permits. See the Information Desk Supervisor for more information. The Information Desk has the right to deny any flyers, ads, brochures, etc.

Commercial Advertising

Commercial advertising on campus is limited to companies that have a contractual relationship with the University of Georgia, or to advertising in specific locations in the Tate Student Center. Commercial enterprises are defined as any business or individual advertisement that is designed to induce others to

purchase an item or service. Companies may recruit students for jobs through on-campus advertising, but only if the company is planning a campus visit. General job recruitment advertising is prohibited.

Contact Numbers

Tate Student Center Information Desk	542-3816
AdWorks / AdClub	227-1507
Athens Banner-Herald	549-0123
Campus Mail Services	542-7312
Columns (Faculty and Staff Newsletter)	542-8077
Disability Services	542-8719(voice) 542-8778 (TTY)
Flagpole Magazine	549-9523
Housing 12	542-7295
The Red & Black	433-3000
Campus Reservations Office	583-8020
Sports Promotions Department	542-9039
Student Organizations Information	542-1884
Tate Print/Copy Services	542-8493
University Cablevision	542-1582
UGA Public Affairs	542-8090
Vending Services Supervisor	542-7167
WUOG Public Affairs Director	542-7100