

CLUBS POSTER POLICY

All posters must be approved and stamped by the MONSU Workshop. They will be approved until the day after the event, or for 1 month.

CONTENT

All posters must display:

- MONSU Caulfield Logo
- Club Logo and Name
- Any foreign characters must also contain an English translation on the same poster
- Posters can only advertise a club event - not a sponsor event/service etc..
- No posters will be approved if they are of a nature that can be considered obscene, racist, sexist, or promoting illegal activity.

QUANTITY

Building S, Level 2

1 x A3 poster or 2 x A4 poster per notice board

K Walkway, Level 2

1 x A4 poster on every second yellow pole

AFFIXING MATERIAL

All posters must be put up with pins or blue tack. Under no circumstances are staples or sticky tape to be used.

PROMOTIONAL MATERIAL

The same rules apply as for posters.

Instead of stamping each individual flyer/pamphlet - we send through details to security via email with the following details:

- **Name** of the club distributing the material
- **Where/when** they will be distributing the material
- **Scanned copy** or attachment of the flyer

EXTERNAL MATERIAL

If an external company or person who wants to promote/display posters on campus, particularly in S Building — they need to get in contact with The President to get their content approved. Please give them the president's email address.