

# 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.