McCarthy Center Posting Policy

The Office of Student Involvement & Leadership Development approves and posts materials displayed in the McCarthy Center ONLY. If you wish to have your materials in the residence halls, please visit the Office of Residence Life. For academic buildings, please see the building secretary for each building.

Posting Locations/Sizes for FSU Registered Clubs/Orgs and Departments

- Bulletin Boards on 4th and 5th Floors
  - One (1) 8.5x11 flyers per bulletin board is permitted per event.
- Dining Halls - Dining Commons and Snack Bar.
  - Qty (2) posters (2’ x 3’ max) per side
  - Qty (4) 8.5 x 11 flyers per side
  - Qty (1) 11 x 17 tabloid per side
  - Qty (100) table flyers- quarter sheet size (25 printed pages)- Please see below for more information.

Posting Locations/Sizes for Non-FSU Registered Organizations, Agencies, Vendors

- Bulletin Boards on 4th and 5th Floors
  - One (1) 8.5x11 flyers per bulletin board is permitted per event.
- Dining Halls
  - Qty (2) 8.5 x 11 flyers per side
  - Qty (1) 11 x 17 tabloid per side

Policies and Procedures

1) Posting priority is given to registered FSU student organizations and departments.
   a. For outside organizations, if room is needed for FSU student organizations or departments, your materials may be removed.

2) All postings must include:
   a. Name of Event
   b. Date/Time/Location
   c. Contact Information (email, phone, etc.)

3) All postings must be free of spelling errors, torn edges, and glitter.

4) All postings must be approved and stamped in the SILD Office.
   a. Postings are reviewed Monday-Friday between 9:00am and 4:45pm.
   b. Posters should be dry when brought to the SILD office. We do not have space to let poster ink dry once approved.

5) Postings for events will be displayed through the day following the event date.
6) All postings will be recycled once removed. If a club or individual wishes to keep the poster they should request this at the time of posting with an Intern. All posters must be picked up within 10 business days of removal. Posters not picked up by that date will be recycled.
   a. Postings that are in poor condition or fall, may be recycled by Dining Services or SILD staff.

7) Postings for non-events will be stamped and dated for a maximum of 3 weeks.

8) All postings will be hung up by SILD staff only. Locations of postings on the McCarthy Center Marketplace and Dining Commons walls are at the discretion of the SILD staff, and priority spaces are given to FSU student organizations and departments. You may not request specific locations.

9) SILD is not responsible for any posting that may fall and are thrown out by dining or maintenance staff.

10) Postings found without stamp and approval will be removed and may jeopardize that group’s ability to post in the future.

11) A copy of all postings by non-FSU groups must be kept on file in the SILD office.

12) Bulletin board advertising is reserved for event advertising. Ads for apartments for rent or items for sale will be posted if space permits.

13) Table flyers (quarter sheets) may be posted for events sponsored by FSU student organizations and departments only. Flyers must be ¼ sheet sized and on white paper with black ink. **Please note that the posting should be approved and stamped BEFORE you make into the quarter sheet size. We will not stamp and approve already cut quarter sheets.**

14) Every effort will be made to hang all postings by the end of the business day if received by 3 pm. Otherwise they will be posted the following business day before 11 am.