



Department of Housing and Residence Life

Publicity Policy

Posting of university related information in university residence halls and apartment complexes is only allowed with the permission of the Department of Housing and Residence Life.

University departments and recognized student organizations are eligible to post material in residence halls. Materials are posted at the discretion of the Department of Housing and Residence Life and may not include advertising for alcohol.

1. Posted materials are generally limited to a maximum size of 11” x 17”, and must include the name of the responsible organization and a visible expiration date.
2. Posting of materials in residence halls must be posted by Housing and Residence Life staff only.
3. Digital documents must be emailed to reslife@memphis.edu at least 3 days prior to the day; you would like it to appear on the Residence Hall screens. These advertisements must be submitted as an 8.5 X 11 portrait jpeg file only.

PLEASE COUNT THE NUMBER OF COPIES NEEDED PER RESIDENCE HALL, BUNDLE AND LABEL THEM ACCORDINGLY

<i>Residence Complex</i>	<i>Resident Advisors</i>	<i>Maximum Total Copies</i>
Centennial Place (Male and Female)	13	38
Carpenter Complex (Male & Female)	10	10
Rawls and Smith (Female)	9	20
South (Male)	3	6
Graduate & Student Family Housing	3	3
Living Learning Complex (Male & Female)	9	20

Advertising or other published materials not sponsored by a member of the university community may be left with the Department of Housing and Residence Life (Centennial Place 175) for distribution if approved by the Director. The distribution of these materials is at the discretion of the Department of Housing and Residence Life.

For items DURING FALL OPENING ONLY if you want each person or each room to get individual advertisements, materials for posting should be brought to Centennial Place, room 175 E for approval and posting. Materials are to be counted and bundled (in counts of 25) and labeled for the designated residence halls. The Department of Housing and Residence Life “OK TO POST” stamp must be affixed to each piece of material you wish to post.

Questions regarding this policy should be brought to the attention of the Marketing and Outreach Coordinator Daniel Napier in Centennial Place room 175 or at 901.678.2294.