



Emory Student Center Operations & Events Posting Guidelines

Overview

The Student Center Operations and Events (SCOE) posting guidelines establish the conditions for physical signage in and around the student centers on the Atlanta campus.

A posting will not be denied based solely on its content, unless it falls outside the protections of Emory University's [Respect for Open Expression Policy 8.14](#), such as speech which threatens violence or force, or encourages others to use or threaten violence or force, speech which causes harassment, or speech which violates local, state, or federal law.

Applicability, Scope, and Definitions

The guidelines apply to all indoor and outdoor spaces that the student centers team manages. This includes Alumni Memorial University Center (AMUC), Campus Life Pavilion, Cox Hall Third Floor (Belonging and Community Justice Identity Spaces), Emory Student Center, and all outdoor spaces directly surrounding the facilities.

Physical signage includes posters, easels, exhibits, digital monitors, flyers, handouts, banners, A-frames, ads/stickers with adhesive backings (including floor and ground) or any other type of sign or display format used for the purpose of advertising, announcing, sharing, or marketing information.

Structures, signs, and/or installations as part of events/programs may only be present for the approved reservation time, typically a maximum timeframe of 7:30 a.m. - 11:30 p.m. Review Emory Student Center Operations & Events – [Event Reservation Policy](#) for more information on set-up and decorations. For reservable outdoor banner spaces, see the [Outdoor Banner Reservation Process and Guidelines](#).

Posting by External/Third-Party Organizations

Postings by individuals or organizations unaffiliated with the University are permitted only on outdoor bulletin boards and kiosks, but those must adhere to this policy. Postings in areas other than the outdoor bulletin boards are prohibited and shall be removed.

General Guidelines

SCOE is committed to supporting communication between the various constituents of the Emory community as long as those are done in accordance with this policy. SCOE reserves the right to remove and discard any posting that are not in compliance with this policy.

Posting is prohibited on buildings, building entry/exit doors (except for emergency notices, security, or building hour notices), walls, floors, doors, sidewalks, brick pathways, glass, windows, columns, stairwells (except evacuation information), railings, bike racks, bathroom stalls, sculptures, or any other permanent structure of the University. No materials may be attached to light poles, trees, yards, benches, trash receptacles, bike racks, or vehicles in campus parking lots.

SCOE recognizes that to do business, temporary notices occasionally must be posted on office doors by departments, indicating changes, such as office closings. Such postings must be posted in such a manner, typically with painter's tape, as to not cause damage to the display location or so as not to obstruct other postings, if applicable. Temporary notices must be removed immediately after their purpose has been served.

Interior Spaces

Bulletin or Magnetic Boards

The following applies to magnetic boards; there are no bulletin or tack boards in the student centers. Posted material may not exceed 8.5"x11" in size, must include contact information, and may only be posted by departments located in the building in which the office is located. Due to space constraints, postings must limit to one posting per event per location. Material must be posted in such a manner as to not cause damage to the display location.

Digital Signage

SCOE offers a digital signage resource for departments and Recognized Student Organizations to engage and promote inside of the student centers for approved events, member recruitment, and official institutional communications, following all University policies and guidelines.

Using a form on the Hub, each department or student organization can submit one 60 second video per semester or have one image in rotation, for a week at a time. Content must include contact information and should have an aspect ratio 16:9, a resolution of 1920x1080, and in the format of .JPEG .PNG (images) .MPEG4 or .MOV (video). All submissions should be submitted at least one week in advance. All content will be removed from digital signage displays at the end of each semester.

Physical Signage

No physical signs including flyers or banners are permitted inside, including on walls or tables, or on the doors of the student centers. If an event needs to place wayfinding signs, upon request during the planning process, SCOE can provide a limited number of easels to display client provided signage in the building for the duration of the event. Signs must be removed at the end of the event by the client. SCOE will remove such signage if it remains up past the event. Guidelines for decorations within event spaces are described in the [SCOE event reservation policy](#).

Exterior Spaces

In accordance with the [Emory University Posting Guidelines and Practices](#) and [Emory University Temporary Outdoor Signage Guidelines](#) that establish and maintain a standard for signage on Emory's Atlanta and Oxford campuses, several types of signage are prohibited around the student center. The guidelines establish what type of signage is prohibited (e.g., chalking, flyers, posters, A-frames, feather flags, yard signs, projection on campus buildings, etc.) and what is considered an exception.

Banners

As a pilot program beginning in Fall 2024, banners for registered student events in the Hub may be hung on one of two designated, reservable outdoor banner poles. The designated banner spaces are located around the student center by Asbury Circle. For specific locations, see the banner locations on 25Live; there is a picture in the "Details" section for each location. See the [Outdoor Banner Reservation Process and Guidelines](#) for specific details.

The [light pole banners](#) on campus are managed by central communications under a process separate from outlined in these guidelines.