

You-Are-Here Sign Guidelines

(as approved by Student Senate – September 19, 2004)

1. One side will contain an NDSU campus map.
2. One side will be for the exclusive use of Student Government and Campus Attractions events.
 - a. Student Government will have top priority in posting on the shared side.
 - b. Student Government and Campus Attractions will have an opportunity to reserve space for special events.
 - c. If Student Government or Campus Attractions are not currently using their given space it will be open for public posting but subject to the same regulations that are applied to the public side and are not guaranteed the full two weeks. Should there be space available on the public side and the full term was not utilized, the poster(s) may be moved to the public side of the remaining allotted time.
3. The third side is to be used for the purpose of public postings.
 - a. The Executive Commissioner of Public Relations will have sole discretion of approving all postings.
 - b. There will be a limit of sixteen (16) 8 ½” x 11” signs posted on the public side.
 - c. The posting will be free of charge.
 - d. There will be a grid-style map for each of the three signs in the Student Government Office (Memorial Union 347) and will be updated as signs come in or when they are removed.
 - e. All campaign materials shall be prohibited with the exception of politically oriented student organizations for the purposes of event announcements.

You-Are-Here Sign Checklist

- Five (5) business days were given for approval prior to posting of sign(s).
- The poster(s) measures no larger than 8 ½” x 11”, unless otherwise approved by the Executive Commissioner of Public Relations*.
- The poster(s) is laminated.
- The poster(s), in terms of the event, must be in accordance with the North Dakota State University Rights and Responsibilities of Community: A Code of Student Behavior; revised 2004 (<http://www.ndsu.edu/ndsu/vpsa/code/codeindx2002.htm>).
- The event(s) on the poster(s) must fall within the two (2) week lease.

**The Executive Commissioner of Public Relations reserves the right to refuse to post any advertisement on the grounds of:*

- 1. The poster does not meet Student Government You-Are-Here Sign Guidelines; and/or*
- 2. Space is not readily available.*

**Should the situation arise, in the absence of the Executive Commissioner of Public Relations, a Public Relations Commissioner may be appointed to serve in matters regarding the You-Are-Here Signs until the Executive Commissioner can reclaim the responsibility.*

**The Executive Commissioner of Public Relations reserves all rights and powers that are not expressed within this document.*