MATBUS Advertising Guidelines

Revised: September 2015 / Approved by PR Commission: 09-17-15

MATBUS AD CHECKLIST:

1. Five (5) business days were given for approval prior to posting of sign(s), unless approved by the Executive Commissioner of Public Relations who will bring the posters to MATBUS for placement.
2. There are 10 buses that run the NDSU route so to cover all NDSU buses you will need to bring 10 posters. You also can’t choose which buses your posters get placed on if you do not bring the full 10. If you have questions, contact the Executive Commissioner of Public Relations.
3. The poster(s) need to be laminated and with lamination the poster must measure exactly 11” x 17” (landscape) as it needs to fit in a predefined space.
4. 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. These policies can be found at <https://www.ndsu.edu/policy/>.
5. Reminder: The Executive Commissioner of Public Relations reserves the right to refuse to post any advertisement on the grounds of the poster not meeting the aforementioned guidelines and/or space is not readily available.
	1. The Executive Commissioner of Public Relations reserves all rights and powers that are not expressed within this document.
	2. Should the situation arise, in the absence of the Executive Commissioner of Public Relations, the Assistant Executive Commissioner of Public Relations shall make a determination until the Executive Commissioner of Public Relations can reclaim the responsibility.
	3. To find contact information for the Executive Commissioner of Public Relations or the Assistant Executive Commissioner of Public Relations go to: ­<https://www.ndsu.edu/sg/pr/>.

MATBUS AD GUIDELINES:

Posting will be free of charge.

Posting is on a first-come, first serve basis.

Events are posted for the duration of the event and are then removed by MATBUS.

Plan ahead in terms of dropping off the posters and the date in which you want them posted, as they need to be approved and delivered to MATBUS for placement. They will work it into their schedule the best that they can but there are no guarantees of a particular date of display.

Public posting is allowed for student organizations on campus that are recognized by the Congress of Student Organizations and are in good standing.

Posters without dates of events receive two weeks of posting.

All campaign materials shall be prohibited with the exception of politically oriented student organizations for purposes of event announcements.

The Executive Commissioner of Public Relations will have the sole discretion of approving all posting and will deliver the posters to MATBUS.