



# UCSA Notice Board Guidelines

July 1<sup>st</sup> 2016

There are 6 Notice boards on campus that are managed by the UCSA. The purpose of implementing these guidelines, from the date above, is to give all parties a fair go at receiving promotional space for their event or service.

- UCSA Notice boards will be branded UCSA.
- All **UCSA affiliated Clubs** or UCSA event posters are to be vetted and stamped by the UCSA Office, before being put up.
  - Posters with no stamp will be removed
  - Continued non compliance (been warned of non compliance at least twice) of these guidelines by a Club will be raised with the UCSA CEO, and sanctions may be put in place
- No more than two A3 posters per notice board per club
- Your poster/s are not to cover up 'UC Emergency Notices' or 'USCA Advocacy & Welfare' Posters
- All Notice boards will be cleared EVERY MONDAY during term time.
- ALL **External advertisers** need to be vetted and approved by the UCSA Sales & Sponsorship Executive at the UCSA Office
  - Posters with no stamp will be removed
  - Continued non compliance (been warned of non compliance at least once) of these guidelines by external advertisers will be charged a poster removal fee of \$10 per poster

For any further information or clarification, please contact the UCSA media team on [media@ucsa.org.nz](mailto:media@ucsa.org.nz)