

# Poster Approval Policy

For affiliated clubs of:  
Faculty of Business & Economics  
Melbourne Business School



## Poster boards

- Only approved A4 posters are to be put up, and in designated places only.
- Designated poster boards are located throughout the Spot - there is 1 board in each of the 8 lifts. There are additional designated poster boards in some of the corridors.
- Do not place posters in inappropriate places e.g. toilet doors or internal walls.
- No adhesives should be used on the boards e.g. Blu-Tack or sticky tape.
- Do not place your posters over existing posters, or remove other clubs' posters, (unless they are expired).

## Approval criteria

The event/activity being promoted should:

- be included in the Semester Plan that the club submitted to the Faculty;
- be added to the Clubs and Societies and Student Employability and Enrichment shared calendars in a timely fashion;
- be 'owned' by a Faculty affiliated club (i.e. not a sponsor);
- have a target audience that is predominantly students of the Faculty;
- not clash with any University or Faculty events, services or programs.

The poster must not:

- be provided by an external organisation/sponsor;
- feature content deemed offensive or insensitive, such as indecent language, nudity, alcohol, gambling, or inappropriate cultural / sexual / religious references. Pictures of people or faces are best avoided due to previous incidences of offensive defacing.

## Obtaining prior approval and digital date stamp

Posters meeting the above criteria should to be emailed to [fbe-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au). PDF format and files that are not too large are preferred.

If approved, the poster will be digitally date stamped and emailed back within 2 business days. Posters can then be printed and put up with this date stamp visible.

Note that posters will be date stamped according to the information displayed e.g. if the event is listed as 1<sup>st</sup> May, the poster will be stamped for 2<sup>nd</sup> May and removed on that date. If there is no date mentioned, the poster will be stamped within 3 weeks of submission.

## Posters found to be in violation of the above policy will be removed