

Office of Student Life

Posting Guidelines

Everything you need to know about posting flyers,
posters, and advertisements on campus.



Student Services Center, Room 1217
Mon–Thu 8a to 6p
Fri 8a to 5p
studentlife@cod.edu
630-942-2243

Rules for Student Life Bulletin Boards

Postings on the Student Life Bulletin Board located in the 1st floor SRC/SSC hallway is available for: Student Clubs and Organizations, COD students and departments, COD community members.

Flyer Guidelines:

- Only one flyer size 8 ½” x 11” or 11” x 17” will be allowed per event.
- Flyers promoting events or meetings must include;
 - Brief description
 - Time and location
 - Sponsoring group’s name and contact information
- Flyers advertising housing/roommate/item for sale* must include:
 - Brief description of housing/item
 - # bedrooms, bathrooms, etc.
 - Location
 - Price
 - Contact information

**picture(s) highly recommended*

**Flyers are not guaranteed to be posted on the Student Life Bulletin Boards. Approvals will be at the discretion of the Office of Student Life.*

All postings in these areas must have an approval stamp from the Office of Student Life indicating the removal date.

Boards Available:

- ✓ Student Life/Clubs & Organizations
- ✓ On-Campus Events
- ✓ Career Services
- ✓ Community Events
- ✓ Textbooks
- ✓ For Sale
- ✓ Housing/Roommates



Electronic Event Posting

Student clubs and organizations may request electronic posting on the COD Online Events Calendar, outdoor LED signs, and indoor plasma screens.

The plasma screens are located in all of the buildings around campus. The LED signs are located at the intersections of:

- Park/College
- Park/Fawell
- Lambert/Fawell
- Lambert/College

Requests must be submitted at least three weeks prior to the event.

To be included on these venues, the events must be located on campus with a clear student connection. Special events will be considered for posting on all locations.

Submissions

Requests must be submitted on ChapLife at:

<https://chaplifecod.edu/submitter/form/start/138329>

Flyers may be submitted in the form of an attachment to mejiaj742@cod.edu

**Plasma screen slides must be in the form of PowerPoint 16:9 slide size.*



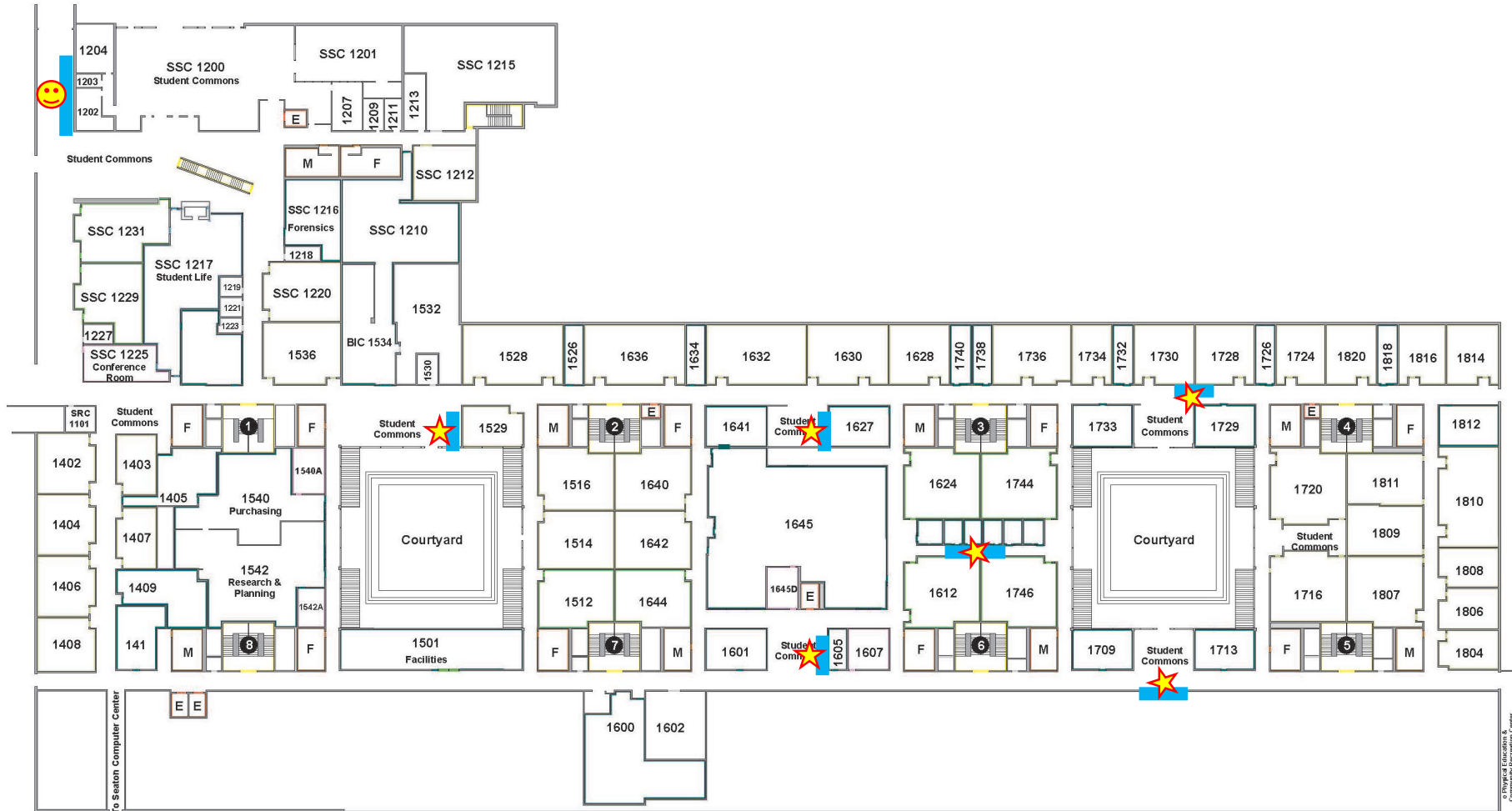


All-Campus Bulletin Board Posting Map

- Only materials promoting events/services sponsored by a college department or a student club/organization may be posted on campus bulletin boards. All other postings will be removed and discarded.
- All materials must include the sponsoring COD group or office's contact name and phone number.
- Bulletin boards will be checked every week for outdated and non-COD related postings.

Please be respectful and refrain from posting over other flyers or yours will be removed. Thank you.

Berg Instructional Center (BIC) and Student Services Center (SSC) Level 1



Posting Bulletin Boards

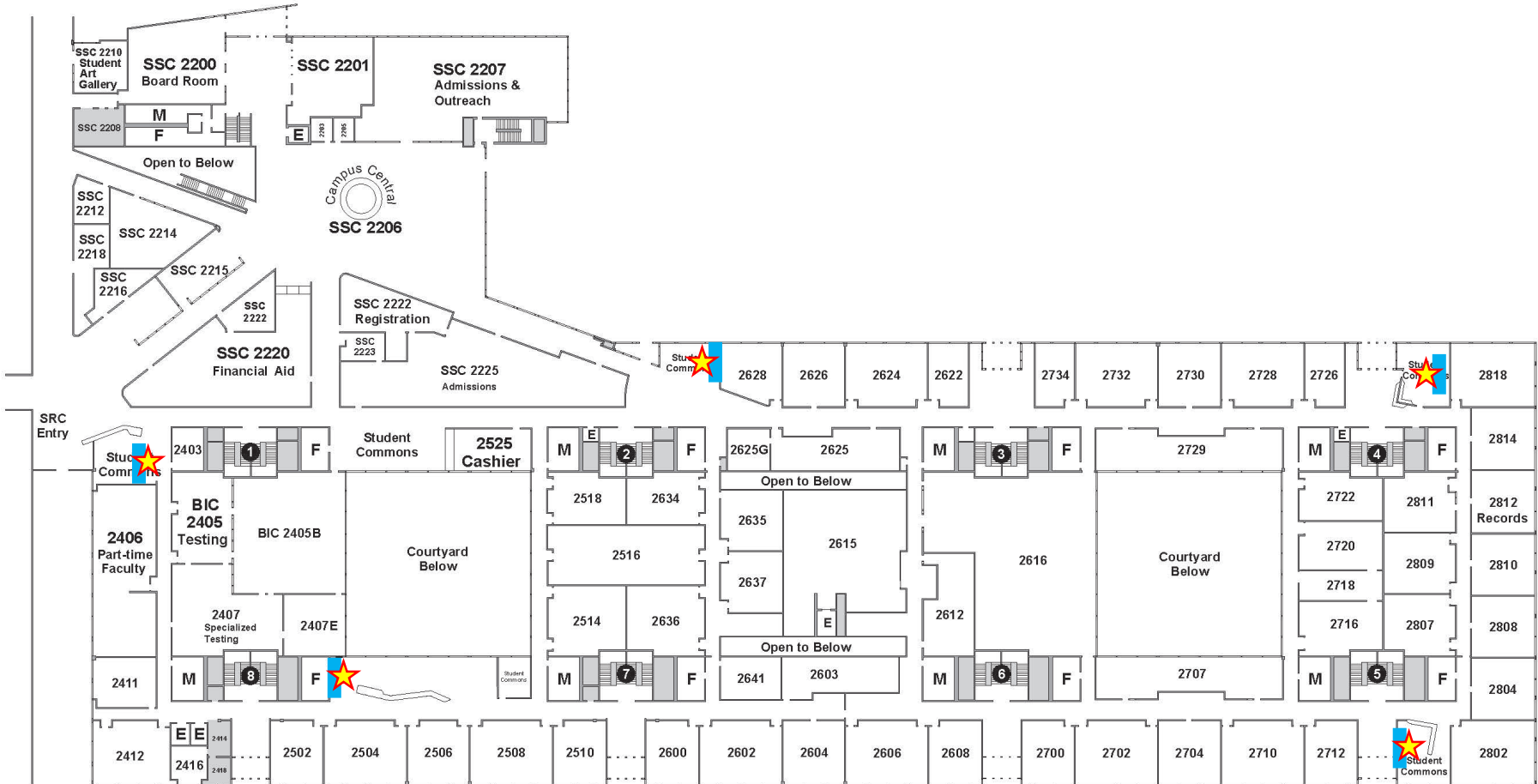


Student Life Bulletin Board (*stamp approval required)



© Berg Instructional Center & Student Services Center

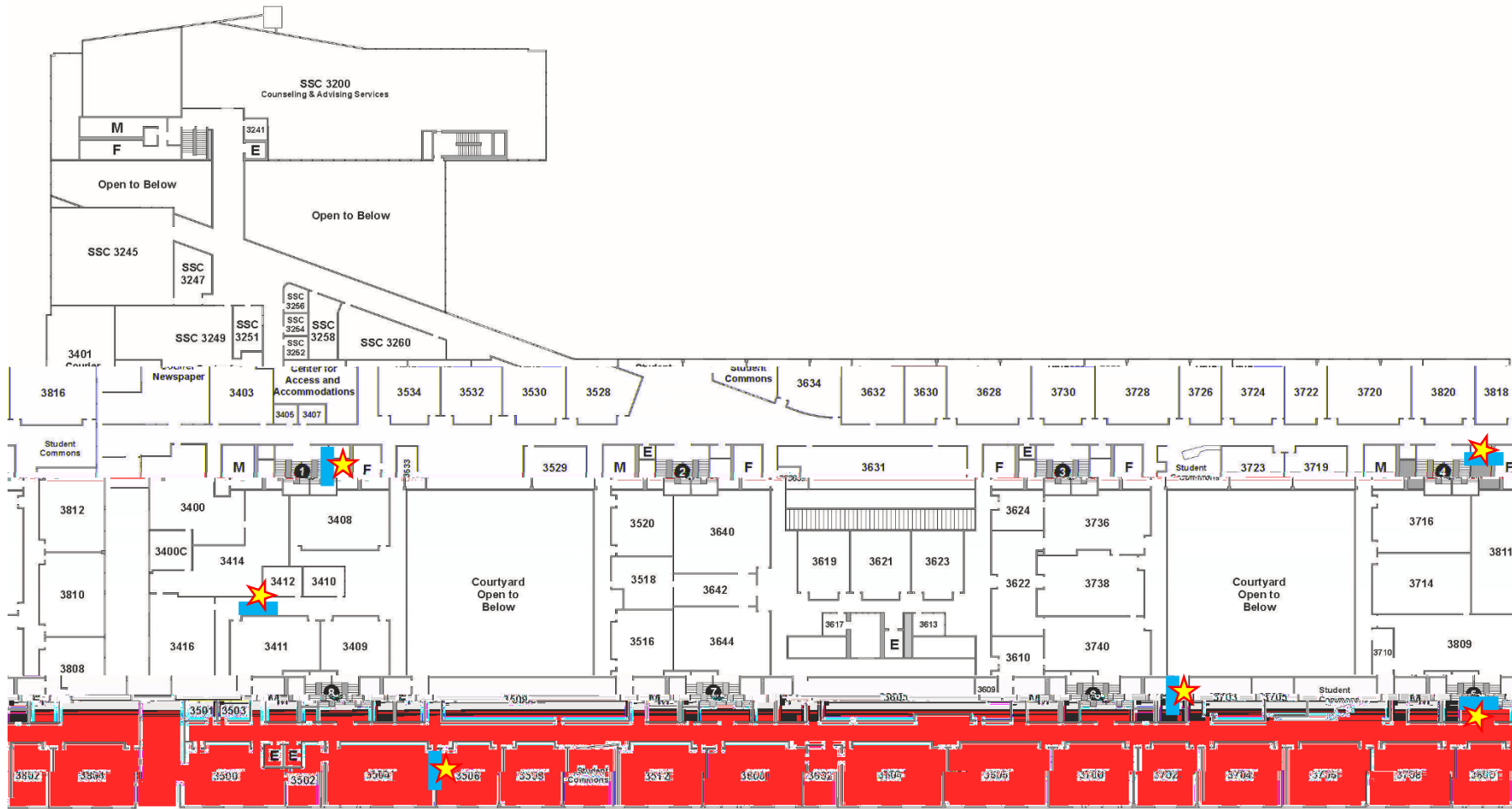
Berg Instructional Center (BIC) and Student Services Center (SSC) Level 2



 Posting Bulletin Boards



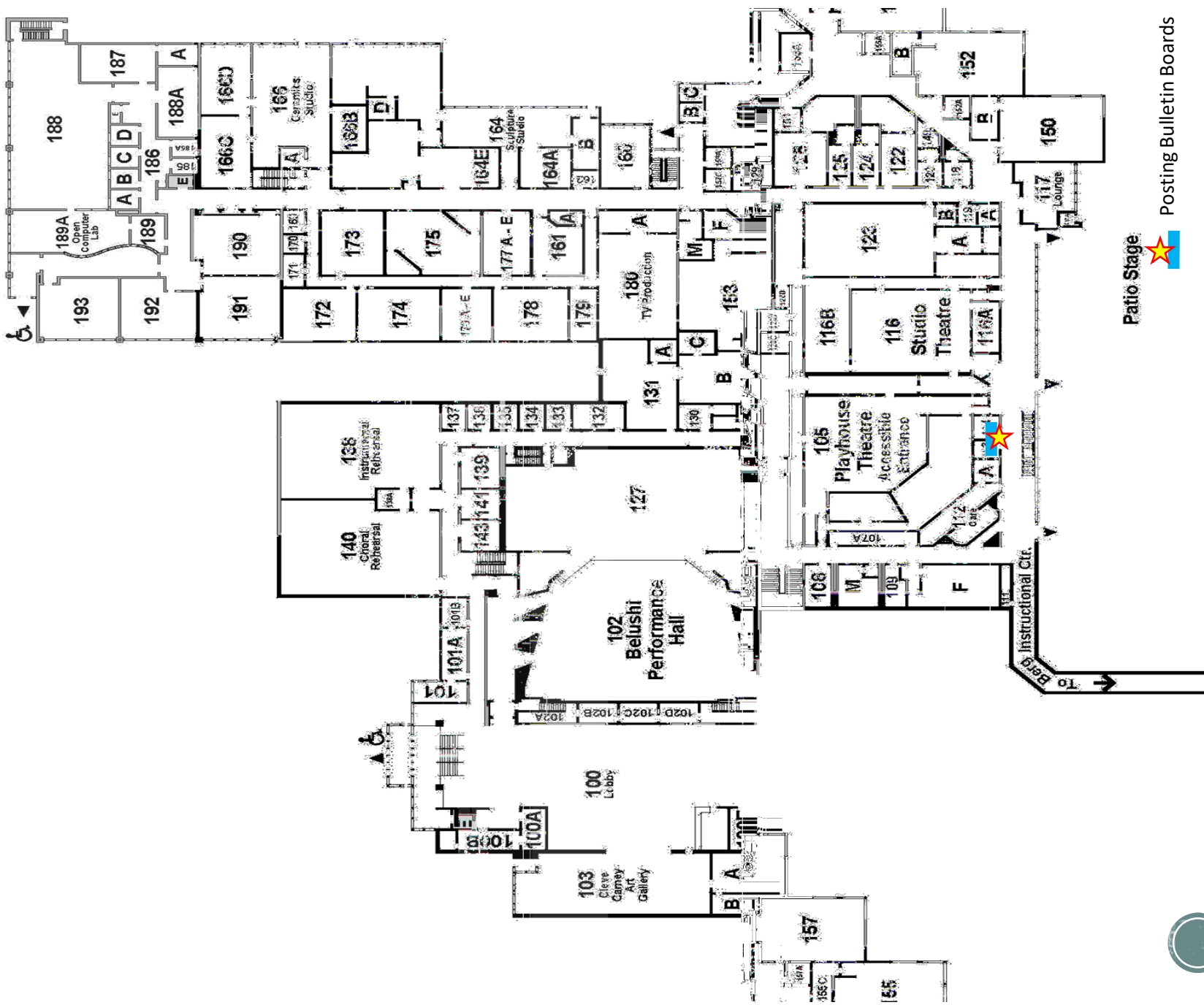
Berg Instructional Center (BIC) and Student Services Center (SSC) Level 3



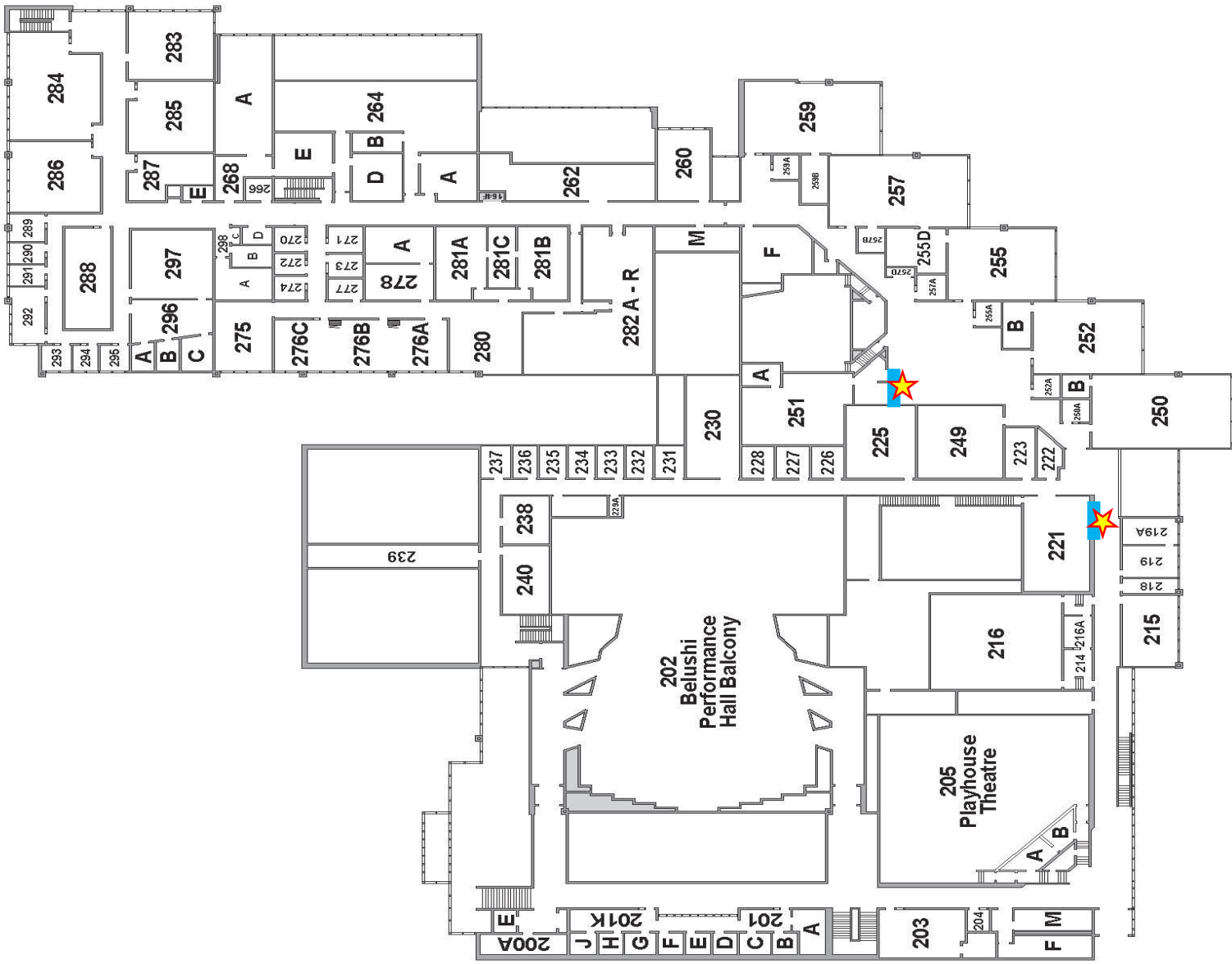
 Posting Bulletin Boards



McAninch Arts Center (MAC) Level 1



McAninch Arts Center (MAC) Level 2

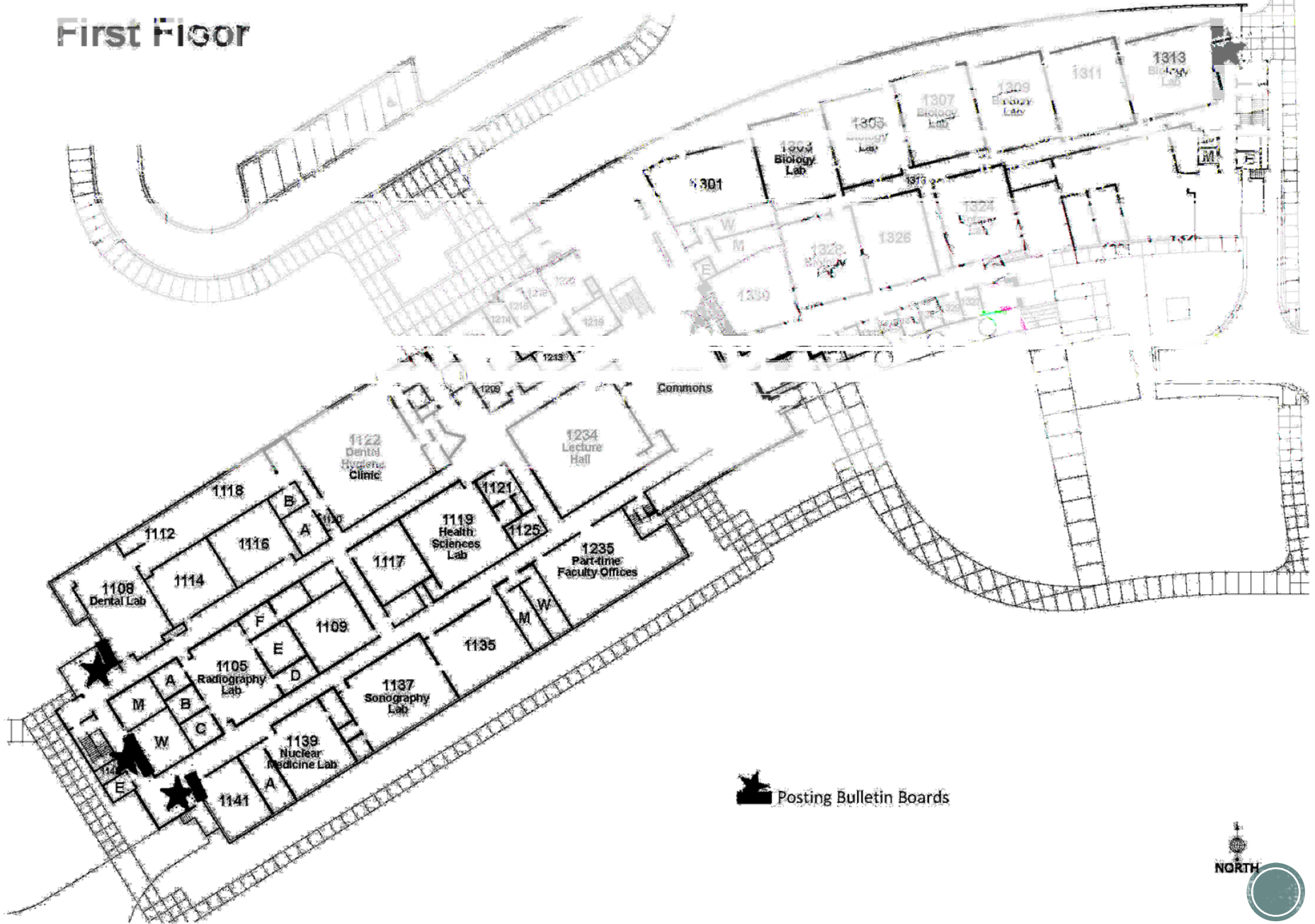


Posting Bulletin Boards



Health and Science Center

First Floor



 Posting Bulletin Boards



Health and Science Center

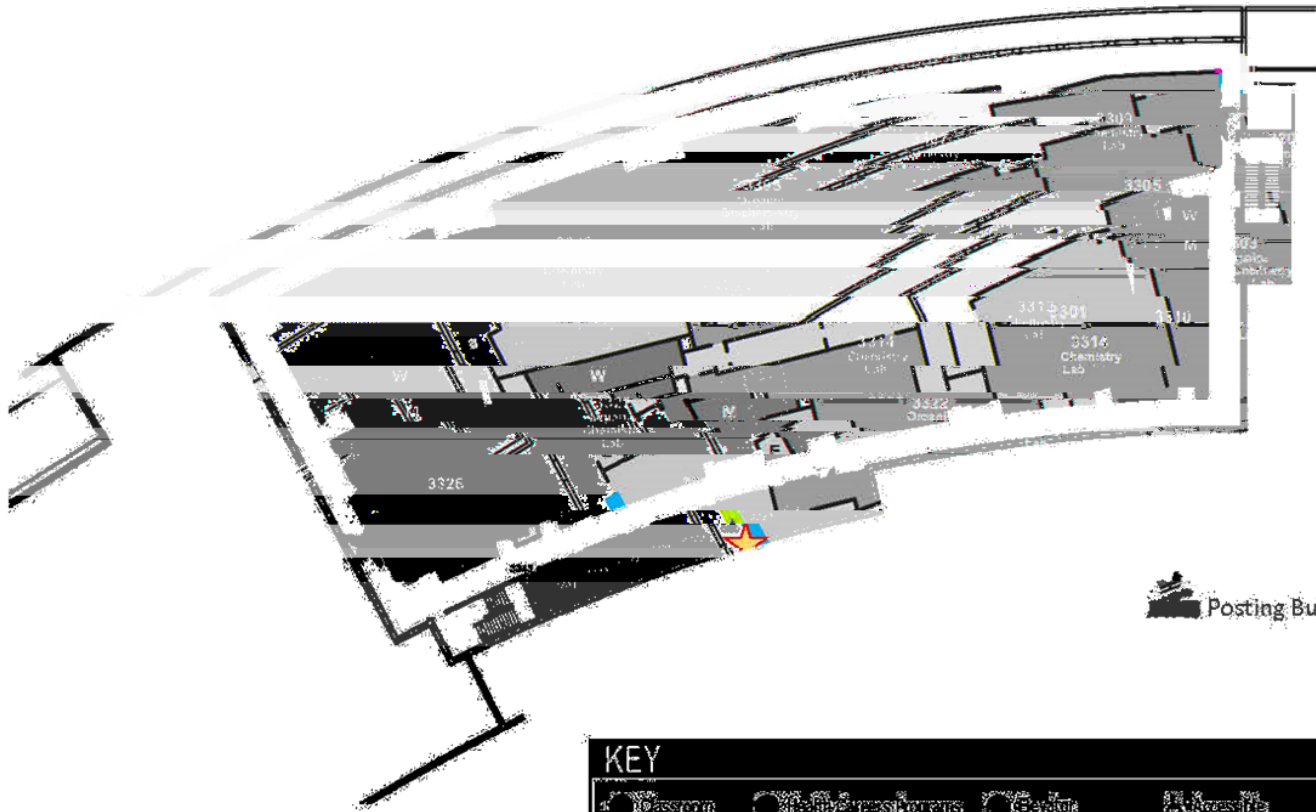
Second Floor



Posting Bulletin Boards



Health and Science Center—third floor



 Posting Bulletin Boards

KEY			
 Classroom	 Staff restrooms	 Elevator	 Health
 Office	 Storage	 Restroom	 1st
 Restroom	 Elevator	 Elevator	 2nd



Technical Education Center Level 0



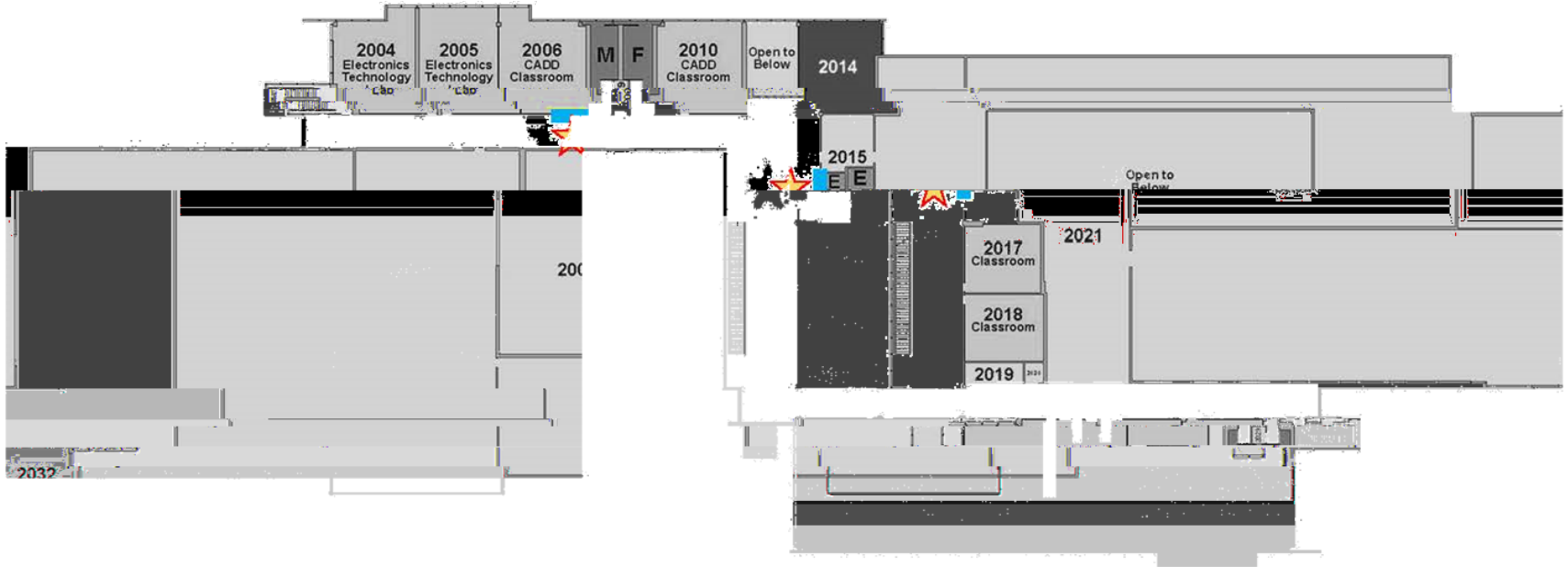
Posting Bulletin Boards



Technical Education Center Level 1



Technical Education Center Level 2



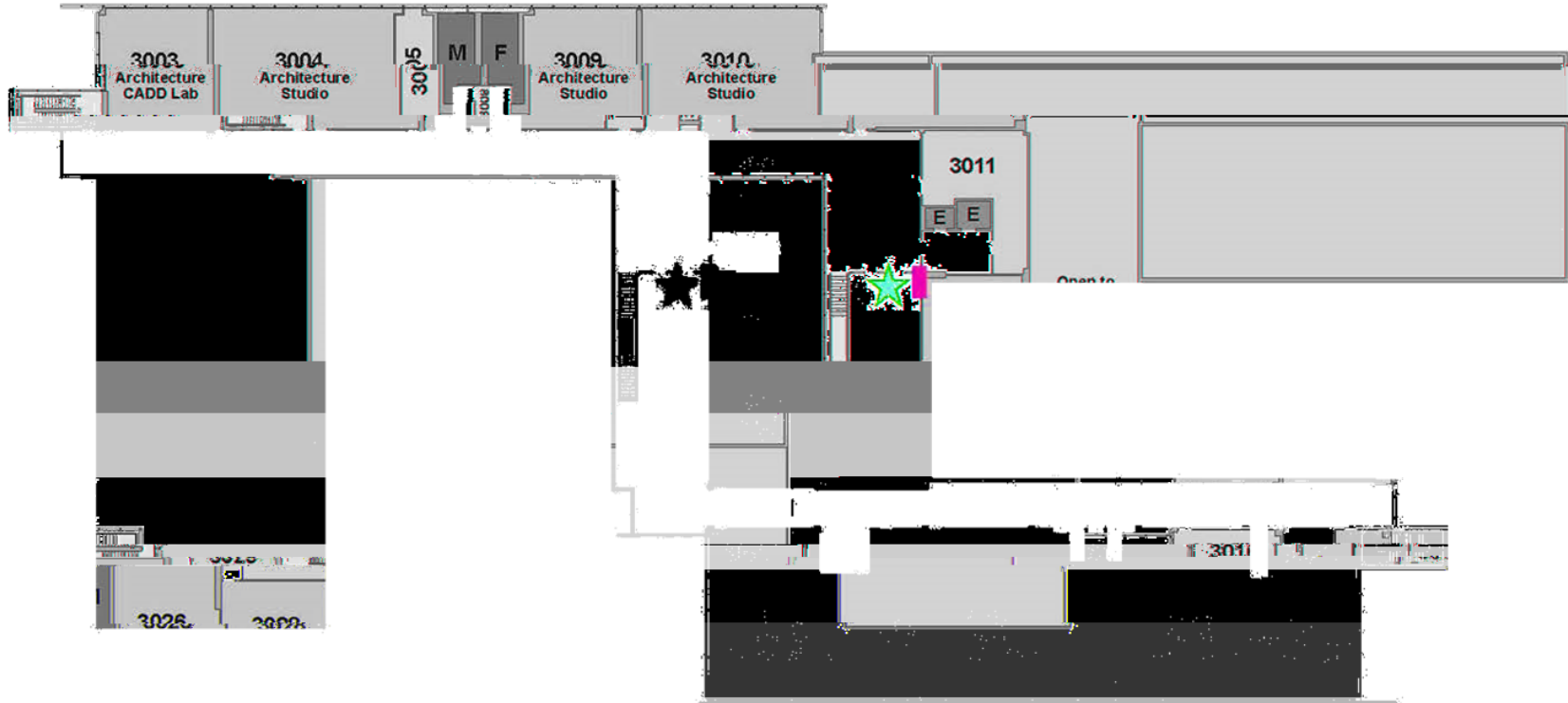
Posting Bulletin Boards:

KEY

- Posting Bulletin Boards
- Classroom
- Manufacturing
- Office
- Work Area
- Classroom
- Office
- Work Area
- Office
- Office



Technical Education Center Level 3



 Posting Bulletin Boards

KEY		
 Classroom	 Posting Bulletin Boards	 Elevator
 Office/Staff	 Restroom	 Retail
 Mechanical Room	 Kitchen	 Storage

