



## **SAMU Clubs | Postering Guidelines and Procedures**

Each club is responsible for designing and printing its own posters. Clubs cannot post anything that might be viewed as offensive or demeaning. Poster sizes should be 8 ½ x 11 (letterhead) or 11 x 17 (tabloid). MacEwan University has the right to remove posters at its discretion, except when posters are on SAMU boards.

### *Postering Tips*

For an effective design, use colour but keep it simple and stay consistent with your colour palette. Use fonts properly; do not mix too many typefaces and be careful with overly stylized typefaces as they can make your poster hard to read. Always check your spelling and grammar.

### *How do I get my poster approved?*

An electronic copy can be sent to a member of the Clubs Department to approve or a hard copy may be brought into the office to be signed. The Clubs Department holds the right to not approve a poster should they deem the content offensive or demeaning. It's recommended that a club waits to print off posters until they have been approved in case the Club Department notices a typo, missing information, or other that means they can't approve it.

### *What do I do now that it is approved?*

Once a poster is approved, it can be taken down to the SAM Centre to be stamped. This stamp allows club posters to be hung up on SAMU Club boards (which are recognized by the SAMU banner). A club is not limited to hanging posters on only the club boards. Note that hanging posters is up to the club and that it is not the responsibility of the SAM Centre staff to do it.

### *Where are the SAMU Club boards?*

- Building 5: 2<sup>nd</sup> floor across from Treats
- Building 6: across from the cafeteria
  - next to the Parking Services office (6-122)
  - next to Campus Convenience
- Building 7: 1<sup>st</sup> floor near 7-141
  - 2<sup>nd</sup> floor near 7-227
- Building 8: 2<sup>nd</sup> floor across from the Tim Hortons

Building 9: 2<sup>nd</sup> floor across from 9-208

Ask the CFAC SAMU office to help you find the designated club boards!

*Where else can most posters go other than SAMU Club boards?*

At City Centre Campus, a club can hang posters on glass bricks as well as metal bars on windows with painter's tape only. If the club has string, then posters can be hung on string that's tied around rails, brick, or painted metal. If you're unsure of an area or tape being used, you can also ask Facilities at 780-497-5500.

At the Centre for the Arts, a club can hang posters on the yellow railings in the stairwells and hallways and can hang them on metal bars of the windows.