

Poster Rules and Information

Poster Design

- i. Carry the Union logo and the words "Imperial College Union".
- ii. Display the time, date and location of the club event.
- iii. Name the club or society as a club or society of Imperial College Union.
- iv. Be no bigger than A2 in size.
- v. Be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
- vi. Not contain any offensive language, including implied offensive language.
- vii. Not contain material that may bring the Union into disrepute or is of a libellous nature.
- viii. Not contravene the Equal Opportunities Policy.
- ix. The poster should either advertise a specific event with the date of the event mentioned or advertise the activity generally and include a reasonable expiry date on the poster.

When posters are put up they must:

- i. Be put up using blu-tack or an equivalent.
- ii. Not be put up with Sellotape or glue.
- iii. Not be put up closer together than 5 metres apart where there is insufficient space for other clubs or societies' posters.
- iv. Not be put up on glass doors
- v. Not be put up over other in-date posters
- vi. Not indicate that an event is open to the general public unless previously agreed by the Union President.
- vii. Be removed within 5 College days of the event being advertised having taken place.

Locations

Posters should only be put up in the following locations:

- i. The Union Building with the exception of the Union Bar, da Vinci's, dBs, the Union Dining Hall, or above the first floor
- ii. The Junior Common Room pillars in the Sherfield Building
- iii. Southside Lounge, but not on the windows. Posters may be placed in Southside Bar at the discretion of the Southside Bar Manager.
- iv. On the communal noticeboards along the walkway.
- v. Basement of Mary's i.e. Gladys's, Bar, corridors, at top of stairs.
- vi. Stairway noticeboards at Mary's, on each floor.
- vii. Glass notice boards at BMS and in UMO student post room.
- viii. Reynolds first floor walls and basement walls.
- ix. Academic departments and halls of residence with permission (see web for more details).

Restricted areas

- i. The noticeboard outside dBs on the ground floor foyer is restricted to central Union publicity only. Posters may only be put up there with the permission of the President, his or her nominee, or the Permanent Secretary or Marketing Manager.
- ii. The noticeboard outside the Union Dining Hall on the right, on the first floor landing, is restricted to central Union notices, such as minutes, elections and meeting publicity. Posters may only be put up there with the permission of the President.
- iii. The Careers Bulletin Board by the right of the Union Reception is to be restricted to employment opportunities.