

**George Mason University
Prince William Campus
Advertising and Posting Guidelines**

Flyers & Posters

- **Who Can Advertise:** Students, faculty, staff, departments, organizations, external business or individual.
- **How To Advertise:** The customer must bring the flyers and posters to the Occoquan Building or Bull Run Hall Information Center desks to be approved, initialed and stamped with the current day's date by the Information Center staff. Flyers may also be faxed to the Information Center at (703) 993-8418. University Information does not make copies of flyers and posters, the customer is responsible for creating the flyers and posters.
- **Type of Advertisement:** Events, items for sale, help/job opportunities/wanted.
- **Requirements:** Must be typed, have sponsoring organization and contact information listed, can not discriminate against race, color, religion, sex, or national origin, must have English translation listed if it's written in a foreign language.
- **Who Posts & Where:** Information Center staff post and remove the flyers and posters in Occoquan Building and Bull Run Hall on non-departmental bulletin boards and on entryway windows and window holders. There are 2 non-departmental boards on all 4 floors in the Occoquan Building and 3, 3 and 2 on the 1st, 2nd and 3rd floors in Bull Run Hall, respectively.
- **Limitations:** Maximum posting is for 10 days, bulletin board size limit is no smaller than 8.5X11 and no larger than 11X14 and entryway window size limit is no smaller than 17X22 and no larger than 23X31. Exceptions need to be approved by the Public Information Manager. Info desk staff do NOT keep for future posting-customer turns in when wants posted.

Banners & Table Tents

- Must be approved, posted and removed by University Life in Occoquan Building, Room 217, (703) 993-8373.

Brochures & Pamphlets

- May be displayed on tables in Occoquan Building and Bull Run Hall but space is limited so discretion will be used by Information Center staff as to the number accepted and to the display location.

Specific Prohibitions

- All advertising must be in accordance with fire code and ADA guidelines. Postings found to be obscene or defamatory will be removed. Questions regarding a posting meeting requirements will be referred to the Public Information Manager.

Contact Information

- Prince William Information Center: Occoquan Building (703) 993-8350, (fax) (703) 993-8360, Bull Run Hall (703) 993-9440.
- Public Information Manager: Occoquan Building, Room 217B, (703) 993-8341.