



## *Sheridan Student Union Poster Policy*

Sheridan Student Union (SSU) own and manages all SSU Poster Boards at all Sheridan College campuses. SSU will use all poster board primary to communicate Sheridan Student Union initiatives and announcements, including but not limited to: events, club activities, services, announcements, collaborations, elections content, general meeting updates and more. We do offer the opportunity for Sheridan staff, faculty and collaborators to post on designated SSU Boards across campus to help share information related to their activities.

All information about our Poster Boards is available on the Sheridan Student Union website [here](#).

### *How to post:*

- Print your posters in a format no larger than 11"x17".
- Visit your campus SSU Office. Locations available [here](#).
- Speak with our Customer Service Representative at our front desk. They will review the poster and if it adheres to our poster policy, they will stamp and approve it for posting.
- Once your poster has been stamped and approved, you can post one poster on each of the ten (10) Community Announcement Boards around campus. Location information available below.
  - Please note that SSU will not post on your behalf. You will be required to use your own supplies for the printing and posting of your announcements.

### *Locations:*

SSU is responsible for the maintenance of all SSU boards across Sheridan's three campuses. **Ten (10) poster boards are available at each campus for Community Announcements from Sheridan Staff and/or Faculty.** Please reference the SSU Campus Poster Maps to ensure your posters are placed on the correct boards.

Campus Poster Maps are available [here](#).



### *Your Commitment:*

Any individual wishing to post an item on the SSU Community Announcement poster board must read, understand and accept following terms and conditions:

- All materials must be approved and stamped by SSU prior to being posted on any board. Stamps must be visible on the front of the poster.
- You can post up to a maximum of 10 posters per campus only on Sheridan Student Union labelled & designated Community Announcement boards.
- You can post a maximum of one (1) poster per service/event/initiative. Please do not post multiple variations of posters for the same initiative on one board.
- Please do not alter or remove any other posting from the Board.
- You only post on the Community Announcement boards at your campus. Locations are outlined below and all Community Announcement boards are identified and titled as such.
- Approved posters have a standard two (2) week expiration date (10 business days). Posters will be removed from the Community Announcement Boards after the date of your event or after ten (10) business days.
  - If you wish to extend the duration of your posting, you must visit the SSU office and have them stamped with an updated date by an SSU Customer Service Representative

### *Acceptable Content:*

- All SSU events and initiatives approved by SSU Marketing Department.
- SSU Clubs and Organization events and campaigns approved by SSU Clubs Department.
- Sheridan College and SSU Collaborations as approved by SSU Marketing Department.
- Sheridan Staff and Faculty announcements.

### *Unacceptable Content:*

- External advertisements, job postings, sales, announcement etc.
- Student bake sales.
- Promotions of drugs and/or alcohol
- Nudity, violence or weapons
- Discriminatory content or language
- Off campus housing
- External sales of any kind
- Content from a non-profit organization, bank or individual not in partnership with Sheridan Student Union.

- Class Project postings - This is subject to approval by SSU Marketing Department.

*Posters must adhere to the following guidelines:*



Your poster must be for on campus events, have a Sheridan or SSU logo on it and a design that allows the SSU stamp to be visible.

*Our Commitment:*

- The Sheridan Student Union (SSU) is responsible for approving all materials intended for posting on any SSU Poster Boards on any of Sheridan’s Campuses. To help share staff and faculty announcements, we have designated 10 (ten) boards on each campus that are dedicated to Community Announcements.
- SSU will provide the locations, guidelines and approval process for poster boards all of which will be publicly accessible on Sheridan Student Union’s website.
- SSU will manage and monitor all SSU poster boards. All approved posters on the designated SSU Community Announcement boards will be removed by the SSU after two (2) weeks / ten (10) business days.
- Any Materials posted on the Sheridan Union Boards that are not approved will be removed by Sheridan Student Union (SSU) Marketing Street Team.
- Any materials posted that do not adhere to the above mentioned guidelines, policies and procedures will be removed by SSU immediately.

Sheridan Student Union (SSU) reserves the right to deny or remove any poster at any time in accordance with these policies and ban any individual, department, faculty or club from posting for a lack of adherence to said policies. For more information, visit the Sheridan Student Union website here.



*For special events or SSU collaborations, please contact our Marketing department at:  
[social.ssu@sheridancollege.ca](mailto:social.ssu@sheridancollege.ca)*