

Milo Bail Student Center Posting Guidelines

POLICY CONTENTS

Scope
Guidelines Statement
Procedures
Definitions
Additional Contacts
Forms
Related Information
History

Scope

These guidelines apply to all individuals or groups seeking to temporarily post/display materials at the Milo Bail Student Center (MBSC).

Guidelines Statement

These guidelines are meant to provide consistent management of posting and display requests. All UNO Affiliated requests should ensure their content meets UNO Brand Guides.

The Regulations on the Use of University Facilities and Grounds Policy must be followed in addition to the guidelines listed below.

Procedures

Posters/Flyers

1. Allowed to promote an approved campus event or initiative.
2. The designated location for hanging posters/flyers is the set of bulletin boards located in the atrium on the 1st floor.
3. The MBSC MavIGATION Station will approve or/or deny all temporary poster requests. They will also get them hung up when space permits.
4. Postings sponsored by recognized UNO student organizations or campus departments will receive first priority for available space. Community event/initiative postings may be approved as space allows.
5. The maximum size of *posters* is 11" x 17"
6. No *posters* shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows or doors) of the Milo Bail Student Center or its fixtures.
7. Postings inside suites or on interior office walls, bulletins, or glass must be approved by the department that oversees the suite.
8. No *posters* may be placed on tables or furniture.

Digital Signs:

1. Allowed to promote an approved campus event or initiative.

2. Postings are only allowed for UNO Student Organizations, Student Government, Campus Departments, and UNO Announcements.
3. Files that are acceptable are PNG or JPEG, the size must be 1920 pixels x 1080 pixels (recommended 72 pixels/ inch)
4. Files must be emailed to unoreservations@unomaha.edu
5. Digital sign displays are updated once a week. (This excludes navigation screen content as that is managed separately)

Table Tents:

1. Allowed to promote an approved campus event or initiative.
2. Space must be reserved through the MBSC Reservations Office at unoreservations@unomaha.edu
3. Maximum of two weeks is allowed per event/initiative.
4. Only two events/groups can be booked at one time
5. Only allowed in the Food Court, Durango Grill, & MavDen
 - a. No table tents in MBSC public seating areas
6. Table tents must be free standing and not exceed 4in X 6in in size.
7. The reserving group is responsible for placement and removal of all table tents

Chalking:

1. Space must be reserved through the MBSC Reservations Office at unoreservations@unomaha.edu
 - a. UNO Student Organizations must put their reservation requests through MavSync
2. Maximum of one week per event per group
 - a. If rain washes away the chalk, groups can redo if it is within their scheduled week
3. Three groups can reserve chalking space at the same time
 - a. Groups are only allowed to chalk on one level per reservation
 - b. First come, first serve on selection of levels
4. Allowable chalking area is on the Henningsen Plaza directly south of the Milo Bail Student Center
5. Chalking is not allowed on walls, steps, seating, statues, planters, rock beds, or staging areas

Plaza Sandwich Board:

1. Allowed to promote an approved campus event.
2. Board space must be reserved through the MBSC Reservations Office at unoreservations@unomaha.edu
3. Maximum of two weeks is allowed per event.
4. Maximum size is 24 in. wide by 34 in. tall
5. The reserving group is responsible for placement and removal of all signs

MBSC Entrance Signs:

1. Allowed to provide directions to an event located in the MBSC.
2. Signs are only allowed on the day of the event.
3. Three sign stands available, one by each entrance
4. Maximum size is 22 in. wide by 28 in. tall
5. The reserving group is responsible for placement and removal of all signs

Atrium Display

1. Allowed to promote an approved campus event.
2. Space must be reserved through the MBSC Reservations Office at unoreservations@unomaha.edu
3. Maximum of two weeks is allowed per event.
4. Must use a professionally designed and printed banner. Maximum size of 8ft wide by 4ft tall.

Initiatives that don't have an "expiration" are allowed a maximum of two bookings per semester. This is to prevent continuous booking of any of the marketing options.

The Milo Bail Student Center reserves the right to post signage in any manner that it deems necessary for building operations, safety, or awareness.

The Milo Bail Student Center may provide exceptions to display criteria based on the following: University directive, approved campus event being marketed to the entire student body and attendance is expected to exceed 1,000.

Definitions

Posters: temporary hard copy materials, such as posters, flyers or handbills.

Community Organizations: outside organizations that do not have connections to NU Departments.

Affiliates: Community organizations that have been identified by the NU Department as having campus connections (e.g. Weitz CEC Partners, Omaha Sister Cities, etc.).

Additional Contacts

See Related Information.

Related Information

Poster Locations on UNO's Campus
Regulations on the Use of University Facilities and Grounds
UNO Brand Guide

History