ASSOCIATED STUDENTS OF SEATTLE PACIFIC
OFFICE OF THE EXECUTIVE VICE PRESIDENT
ELECTIONS TASK FORCE

POSTING GUIDELINES
2016 Primary and General Elections

Section I: Residence Halls
Candidates are allowed a maximum of 2 posters per floor (maximum size of 11” by 17”) per residence hall, unless further restricted by hall publicist. Posters must be placed on a common area (i.e. bathroom door, laundry room, wall near elevator) Candidates must comply with hall posting guidelines.

For guidelines specific for each floor, please contact the Hall Council Publicist. Any additional posters must be approved by residents on the floor and must only be posted on residents’ personal space (door, white board).

Candidates are allowed maximum of two 11”x17” size posters per Residence Hall main lobby.

No posting is allowed on glass doors and windows.

Section II: Campus Housing and Apartments:
Submit posters to the ASSP office by Wednesday, April 1. ETF will submit them to Residence Life who will approve them and give them to the RAs to put up in the interior apartment lobbies.

Section III: Art Center
Poster Limit: 1
a. Poster can be placed on the white walls out front or on the bulletin boards in the back. No posters on the windows.
b. Do not place poster on the professors’ doors.
c. Tape is to be used when posting on the walls.
   Thumbtacks might be better for the bulletin board.

Section IV: Otto Miller Hall
Poster Limit: 2
a. No posting on any glass surfaces, including all doors and windows.
b. No posting on any department bulletin boards.

Section V: Eaton Hall
Poster Limit: 6
a. Posters may only be placed on cement surfaces. Limit 2 per floor.

Section VI: Crawford Music Building
Poster Limit: 1
a. Posting is only allowed on the bulletin board outside Crawford 211.

Section VII: Demaray Hall:
Poster Limit: 8
a. Posters may only be placed in stairwells and on bulletin boards.
b. No posting on glass surfaces or on office and classroom doors.
c. Candidates may post up to 2 posters per floor with an additional 2 posters designated for the stairwells.
Section VIII: Common Spaces
a. Postings in the SUB, Weter, and Gwinn must be approved by Unicom.
b. All other areas outside of residence areas, SUB, Weter, and Gwinn must be approved by ETF.
c. Candidates may post two posters in the SUB and two posters in Weter.
d. No campaign material is to be posted in Gwinn Commons (table trees, pamphlets, etc.).
e. Candidates may have one 11”x17” size poster on the Gwinn Bulletin Board. (must be approved by Uni-com)
f. Items may not be posted on doors and windows.
g. No materials may be posted in academic buildings, aside from Otto Miller, Eaton Hall, Bertona, Cremona, Demaray, Crawford, and the Art Center.
h. Scotch tape and masking tape should not be used as it peels off the paint. Please use blue painters tape or a temporary adhesive such as Plasti-Tak.
i. Individuals are held responsible for costs incurred for removing improperly posted items and are held liable for any damage caused by improper posting.

ALL POSTERS MUST BE REMOVED BY 5PM THE DAY FOLLOWING ELECTION DAY.

Appendix
Posting Approval Contact Information

Uni-Com
Manager: Brianna Gutierrez submanager@spu.edu
All postings outside of residence areas must be approved by Unicom.

Residence Hall Publicists
(TBA)
All postings in the residence halls must be approved by the respective Hall Publicist.