



San Diego State University Associated Students CASE Board PUBLICITY FORM

Due by: _____
(4 weeks prior to event)

The Student Organization, _____ attached forms or publicity and promotions have been approved by the A.S. Programs Coordinator.

They were submitted by (print name) _____ on (date) _____ for the _____ event,
to be held on (date) _____ at (time) _____ in (location) _____.

By signing below, the student, on behalf of the organization, agrees to abide by the San Diego State's Publicity and Posting guidelines provided below.

Printed Name of Student Submitting Request _____ Date _____

Signature of Student Submitting Request _____ Date _____

Programs Coordinator Signature _____ Date _____

(A COPY OF ALL FORMS OF WRITTEN PUBLICITY MUST BE ATTACHED)

San Diego State University Publicity and Posting Policy

PROMOTION

All promotions must be handled by, paid for by, and specify the sponsoring organization. Promotions must not specify or imply sponsorship by organizations contrary to those indicated on the reservation form. Organizations violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges. All events must be equally promoted in terms of expenditure, on and off-campus (i.e., one half of the promotion expenses must be on campus). Off-campus promoters may not be used to promote events for other organizations. Organization members must be present at the event to assist in event management and coordination. Advertising on San Diego commercial radio stations is considered off-campus promotion.

LIABILITY INSURANCE

The sponsoring group must agree to identify, defend and hold Aztec Center, Associated Students, the California State Universities and officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property, injury or death of persons occurring because of, or related to this office. Off-campus and student organizations charging admission to their events are not insured under the existing Associated Students policy. The A.S. strongly encourages student organizations to obtain such insurance and may, at its sole discretion, require that insurance be provided for any event. Off-campus groups must provide proof of insurance naming Associated Students, the University and the State of California as additional insurance with a general liability limit of no less than one million (\$1,000,000). A copy of the certificate must be provided to A. S. Meeting Services at least one week prior to the event.

PUBLICITY

Events may not be publicized until the event itself has been approved by the A.S. and the university administration. All publicity must contain the name of the sponsoring organization and the admission charge (if any) for the event. Publicity may not include any reference to alcoholic beverages.

HANDBILLS AND FLYERS

Handbills and flyers may be distributed in person in open areas of the campus provided that pedestrian and vehicular traffic and building access are not obstructed. Handbills and flyers may not be distributed inside any campus building or in campus parking lots, bridges or structures and may not be placed on parked vehicles. Leaflets may not contain false, misleading, or illegal claims, contain defamatory material, violate applicable laws pertaining to obscene matter, or consist of offers to sell term papers, theses, or other written materials submitted for academic credit.

BULLETIN BOARDS

Flyers and posters smaller than 18 by 22 inches may be placed on any general purpose bulletin board on campus without prior approval. Flyers and posters placed on bulletin boards located inside classrooms shall be limited to those of or about university departments, academically-related programs, or officially-recognized campus organizations. Commercial advertising is not permitted on bulletin boards located inside classrooms. Posted material must be placed entirely within the edges of actual bulletin boards, not on chalkboards or board rims, and may not be posted on top of other posted materials. To encourage access, only one copy of a flyer or poster should be placed on a single board. No posting is permitted inside the Library.

LARGE SIGNS AND BANNERS

Signs or banners larger than 18 by 22 inches may be placed only on the retaining wall adjacent to the patio area of Aztec Center Food Court and the retaining wall beginning at East Commons and extending to the southwest corner of the front of the Administration Building. Posting in these areas is limited to on-campus organizations, A.S., and student election candidates. No commercial posting is permitted. Banners must contain the name of the sponsoring organization(s) and must be taped with masking tape, not glued or affixed with duct tape, to the walls only. Sponsoring groups may not remove or post over other organization's banners and are limited to only one banner per organization per area at a single time unless prior approval is obtained from the University. 17 Banners may be draped from tables in campus expression areas but may not be staked into the campus grounds or lawns or hung from trees or lights. The hanging of banners on Aztec Center requires prior approval from the A.S. Facilities Board and the university. Such requests must be made at least one month prior to the proposed period of display; are limited to the A.S. and on campus student organizations; shall not exceed one week in duration; and are subject to space availability and labor charge from Aztec Center. The hanging of banners directly by student organizations, including on building walls, railings, and pillars, is generally not permitted.