

Effective Date: September 6, 2019

Direct inquiries to: Assistant Director of Event Services
Alumni Memorial Union Event Services Office

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Publicity Postings in the AMU

Postings must be placed only on designated public bulletin boards located on the first floor of the Alumni Memorial

tolerated. Signage should be hung with blue painterstape and removed by the requestor at the conclusion of their meeting/event.

8. If a requester from outside the university is interested in posting flyers in the AMU the same process will be followed.
9. The above protocol does not apply to bulletin boards, tables or glass cases overseen by departments housed in the AMU. Departments are responsible for this content.

Publicity Approval for Registered Student Organizations

1. All posters and publicity advertising student organization events need to be approved by the Office of Engagement and Inclusion via Marquee before they are posted on campus
2. Flyers hung on campus that do not appear as approved on Marquee are NOT approved to post and will be removed.
3. Some posting locations do require advanced reservation:
 - a. Residence hall floors, lobbies or dining hall table tents
CONTACT the Office of Residence Life
 - b. AMU staircase banners, display cases, table tents and coffee sleeves
CONTACT the AMU Event Services Office
 - c. Academic department bulletin boards
See Marquette University Policies and Procedures 6 – 10 Non-Permanent Signage Policy

Display cases are located on the first floor of the Alumni Memorial Union. Display cases may be reserved for no more than two (2) weeks. Sponsoring organization is responsible for set up and tear down.

Table Tents

Table Tents are permitted in the Alumni Memorial Union Marquette Place residence hall dining rooms and the Raynor Memorial Library Brew at the Bridge

- x Reservable for one (1) consecutive week maximum per event.
- x The Office of Engagement and Inclusion must approve all publicity student organizations via Marquee.
- x Student organizations may contact the Division of Student Affairs Marketing Department for design and printing support.
- x To reserve space
 - o AMU contact the Event Services Office (AMU 245)
 - o Residence Halls contact the Office of Residence Life (Carpenter Tower 203)
 - o Brew at the Bridge in the Raynor Memorial Library contact Raynor Library Conference Services
- x Tables in are cleaned often and it is up to the discretion of the cleaning staff to discard table tents.
- x Guideline numbers used for printing are 100 for Marquette Place and 200 for Brooks Lounge.

Brew Café Coffee Sleeves

Requests to obtain coffee sleeves to affix publicity are available through contact with the AMU Event Services Office AMU 245. Reservable for one (1) consecutive week maximum per event. The Office of Engagement and Inclusion must approve all publicity student organizations via Marquee. Coffee Sleeves will be available for the AMU Brew only. The labels must be affixed in a way that does not cover the printed Brew Cafes logo. If the logo is covered, the group will be charged for sleeves, an approximate \$50.00 charge. After the reservation is made, 500 Coffee Sleeves will be allotted to the group and can be obtained by contacting the Brew Manager at 3881 or stopping by the Brew Office. Organizations must have proof of reservation upon pickup. Organizations are responsible for the printing and affixing of labels to the java jacks. Ideal dimensions are 4" wide, 2" high.

1st Floor Windows

Reservable for 1 consecutive week maximum per event. Organizations are responsible for providing painting and cleaning supplies. Fees will be assessed if AMU Staff has to clean windows after reservation ends.

Axis TV

Axis TV monitors located throughout the AMU are available for student organization and university department publicity. Requests can be made to the AMU Event Services Office (AMU 245). Files should be submitted to your Event Coordinator in jpeg format.