

Communications & Marketing Department**Traditional & Electronic Bulletin Board Policy****Available Bulletin Boards:**

The hallways and common areas of Kent State Ashtabula offer traditional cloth covered and electronic bulletin boards to convey information to students. Student clubs and organizations are welcome to request that items be posted on these boards, in addition to the student clubs bulletin board in the commons. Communications & Marketing's goal is to keep the boards neat, up-to-date, and applicable to our student body.

Getting Items Posted:

1. Poster Creation
 - a. Student clubs are welcome to create their own posters and submit them to Communications & Marketing for approval and posting.
 - b. For clubs who wish to have posters created for them, the graphic designer in Communications & Marketing will be happy to assist you. Please submit your design request **2-4 weeks prior** to the date you'd like your poster hung up.
 - c. **CLUB ADVISORS** - Please submit graphic design requests through the Design Request Form online if you would like our staff to create the poster through the Faculty Resources page at www.kent.edu/ashtabula/faculty-resources.
2. Getting Your Poster Displayed
 - a. If your club created its own poster, please submit one copy of the poster electronically to ksuaccm@kent.edu for approval, printing, and posting.
 - b. If you are unable to submit the poster electronically, please submit one printed copy to Mary Collins in the Communications & Marketing Office, Main Hall, B106. If approved, you will need to submit 10 copies of your poster for Communications to hang up.
 - c. Posters approved by Communications & Marketing will be stamped and initialed by a member of the Communications staff. **ONLY** posters with a stamp will be allowed on the bulletin boards. Other posters will be removed.
3. Timeline
 - a. Please note that posters will be displayed for a **maximum of ONE (1) month**.
 - b. Planning in Advance:
 - i. Most posters should be displayed 2-4 weeks prior to your event to be most effective.
 - ii. If Communications designs your poster, please allow 2-4 weeks for the design and approval process.
 - iii. With the above in mind, posters that you would like Communications to design should be requested **4-8 weeks prior to your event**.
4. Traditional vs. Electronic Bulletin Boards
 - a. To have your poster displayed on an electronic bulletin board, it must be submitted electronically. Feel free to contact our staff for assistance in this matter. (If we design your poster, an electronic version will automatically be created.)
 - b. The best electronic format to submit your poster in is either PDF or as a JPEG image measuring 1920px x 904px (hwx).

Communications & Marketing Department:

- Phone: 440-964-4312, E-mail: ksuaccm@kent.edu, Website: www.kent.edu/ashtabula/media
- Jason Tirota, Manager, jtirota@kent.edu, 440-964-4567
- Mary Collins, Secretary, mcollin3@kent.edu, 440-964-4312