



HRE ADVERTISING & POSTING GUIDELINES FOR STUDENT HOUSING

In an effort for Housing and Residential Education (HRE) to effectively communicate campus information and upcoming events to our residents, we have created the following Advertising & Posting Guidelines for use within student housing facilities. The Lead Coordinator of Marketing & Conference Services oversees the posting process within Housing & Residential Education. For any advertising or posting ideas not covered in these guidelines, please contact hre.marketing@csuci.edu. Please utilize the [Housing Marketing Support Request Form](#) to advertise within Student Housing.

All Advertisements must contain the following information:

- Event/Purpose
- Date
- Time
- Location
- Contact information or sponsoring organization
- Accommodations Statement

Condensed or Full approved Division of Student Affairs Accommodations Statement:

- *Full:* CSUCI does not discriminate in the educational programs or activities it conducts on the basis of race, ethnicity, color, nationality, gender, gender identity, gender expression, age, marital status, religion, mental or physical disability, genetic information, sex, sexual orientation, pregnancy, medical condition, or special disabled veteran status, Vietnam-era veteran status or other covered veteran status. The University encourages persons with disabilities to participate in its programs, events and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the respective area below as soon as possible, but no later than seven (7) business days prior to the event/activity: CSUCI Students: accommodations@csuci.edu; CSUCI Employees: christine.girardot@csuci.edu ; Members of the Public: titleix@csuci.edu.
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PHYSICAL POSTING

Submit 17 flyers – 8.5”x11”, 8.5”x14”, etc. or up to 4 larger sized posters – such as 11”x17” or 2x3’ to the Main Housing Office, E160. If you submit your flyers through the [Communications & Public Relations Request for Postings Form](#) found under the Procedures & Guides section, 10 flyers will be delivered to Student Housing. You may deliver an additional 7 if you wish to have your materials present in all Housing posting locations.

Posting Locations

There are a number of posting locations within student housing for paper advertisements/flyers. These spaces include:

- Santa Rosa Village (3):
 - Community room cork board
 - Village Office
 - Village Laundry Room
- University Glen Town Center (3):
 - Village Office
 - Bulletin boards in elevator lobbies (2)
- Santa Cruz Village (6):
 - G1 Lounge
 - G2 (Game room)
- EI Lounge
- Fitness Room
- Village Office
- Laundry Room
- Anacapa (5):
 - Village office
 - Anacapa Commons cork board
 - Anacapa 1st floor bulletin board panel in each building

DOOR TO DOOR ADVERTISING

Quarter sheets “papering” for student suite/apartment doors or mailbox delivery* are permitted for up to two events per campus partner/organization per semester. To maintain our commitment to sustainability and prevent litter, these types of flyers are approved sparingly. To utilize this form of advertisement, please submit your flyer for posting via the [Housing Marketing Support Request Form](#). Once approved, please provide 610 quarter sheet flyers and painters tape or white sticky putty to have the flyers adhered to the resident doors. If you wish to provide an item to distribute in resident mailboxes, we can do so in all villages except Town Center. The Housing Desk Student Assistants will administer mailbox distribution. Please see the below count by village for door and mailbox posting:

- Village Doors:
 - Santa Rosa: 170 in L bldg. and 147 in K bldg., 317 total
 - Santa Cruz: 141
 - Anacapa: 94
 - Town Center: 58
 - **Total: 610**

- Resident Village Mailboxes* permitted only for large campus or housing initiatives that apply to every student and will be approved by hre.marketing@csuci.edu on a limited basis. We recommend no more than 2-3 per semester on a first come, first served basis.
 - Anacapa: 357
 - Santa Cruz: 244
 - Santa Rosa: 315
 - **Total: 916**

Once flyers have been approved and are received by Student Housing, they will be posted within 2 business days. Housing Student Assistants will remove outdated postings on a regular basis. Any flyers not posted in an approved location will be taken down, discarded, and the sponsoring department/organization notified. If you wish to have your Student Assistant team “paper” the villages, please obtain written permission from hre.marketing@csuci.edu.

