

# Banner Spaces on Campus

Banners that are hung in White Plaza or Tresidder Union must be approved in advance by the Office of Student Activities. Don't forget to check these [additional guidelines](#).

## White Plaza

1. Banners and posters announcing a student group's activities may be displayed in White Plaza up to a week in advance of the proposed activity and must be removed no later than one day after the scheduled event.
2. Banners and posters may be displayed only on the low wall and the Speaker's Rostrum ("The Birdcage") 7 feet above ground adjacent to Dinkelspiel Auditorium, on the low bench walls surrounding "The Claw" (not blocking seating) and on the two stone walls at the bottom of the Plaza. **Banners are not to span across the front of the Speaker's Rostrum area**; along the sides or back are acceptable locations only.
3. According to University policy, all publicity materials must clearly identify the sponsoring organization.
4. Organizations should avoid monopolizing the available space.

## Campus Perimeter

1. Banners and signs may be posted for up to two weeks.
2. Organizations may use up to two locations per event.
3. Each location is restricted to no more than two banners or signs at any time.
4. Banners must be attached directly to the fences and not be put on stilts.
5. Any group failing to remove a banner within 24 hours of an event will be fined \$30.
6. Groups must reserve the space in person.
7. Groups failing to abide by the stated policies and procedures may lose access to banner space in the future.
8. All spaces are scheduled through the Office of Student Activities, Monday-Friday, 8am-5pm.

Banners along the University perimeter may be installed only with prior approval from Tresidder Union. Banners shall be no larger than 3 feet by 8 feet and **must be removed by the organization immediately following the event**.

Banners may be posted in only two of the following three locations:

- The fence on the corner of El Camino Real and Galvez (west)
- The fence on the corner of El Camino Real and Serra Streets
- The fence on the corner of Page Mill Road and Junipero Serra Blvd.

## Tresidder Union

1. There are six designated spaces for banners (5 for campus events; 2 for events held at Tresidder).
2. Banners must not be larger than 3 ft. X 8 ft.
3. Banners will be posted for a maximum of 3 days.
4. Organizations may use up to one location per event.
5. The sponsoring group is responsible for putting up and taking down the banner.
6. Tresidder Meeting Services offers free materials to registered student organizations for making banners.
7. Announcements for "closed" parties or those emphasizing alcohol will not be allowed. Messages will generally be accepted only for "campus-wide" events of general interest to the campus community.