

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

STUDENT AFFAIRS

SUBJECT: PROMOTING EVENTS

REVIEWER(S): Dean, Student Affairs and Enrollment Management*
Advisors of Student Organizations
Events Coordinator

POLICY

Student organizations, college committees, college personnel and students may promote and advertise events, fundraising activities, announcements and other approved functions within the confines of the college. Good taste and professionalism must be exemplified in all promotional items.

PROCEDURE

- A. Promotional items (including posters, fliers, banners, announcements or other advertisements) for all events must be approved in advance by the organization advisor, committee chair, or Dean of Student Affairs and Enrollment Management as applicable.
- B. Promotional items may generally be placed throughout the college one week prior to the event unless the needs of the event dictate earlier posting. Suggested areas include the following locations:
 - 1. Lobby
 - 2. Student Lounge
 - 3. Student organization bulletin board (located throughout the building)
- C. Electronic or multimedia distribution promotion may also be a possibility. Promotional items must be approved by the Strategic Communications Manager.
- D. Organizers of special events or functions may request to promote an event in a unique and unusual way (i.e., banners, balloons, sidewalk chalk, etc.) and in areas other than those suggested above (i.e., ceiling, outside walls, etc.). Such requests must be approved by the Dean of Student Affairs and Enrollment Management and may be placed in approved areas no more than four class days in advance.
- E. Promotional items must be removed at the completion of the event. Removal of items is the responsibility of the organizing group. Any tape remnants must be removed when the sign is removed.
- F. The Promoting Events policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ADMINISTRATIVE - Fundraising Policy