



BROCKPORT STUDENT GOVERNMENT

Signboard Policy/*Effective September 15, 2009*

1) Guidelines

- a) All usage of the signboard will be on a First Come, First Serve basis
- b) Priority will be:
 - (1) Campus Emergencies
 - (2) BSG Events
 - (3) BSG Club & Organization Events
 - (4) Department/Campus Events
- c) All advertisements must be approved by the BSG President before posting
- d) BSG clubs & organizations may advertise a maximum of 3 times per semester and departments may advertise a maximum of 2 times per semester
- e) **Advertising must be submitted at least 3 weeks prior to the event to the BSG Main Office**
- f) Advertisements will run for a maximum of 2 weeks prior to the event
- g) Advertising includes 4 full lines of text and will be advertised for 24 hours a day and for the specific time period designated

2) Regulations

- a) Any BSG Club or organization wishing to have an event advertised must have their paperwork fully completed and approved in the BSG Business Office
- b) The signboard will not be used for any BSG campaigning purposes
- c) Any negativity towards the college, slanderous or inappropriate language will be prohibited
- d) The signboard will not be used to advertise meetings of specific groups, it is intended to promote events that students/faculty/staff may attend
- e) Once original advertisement is created it may not be altered
- f) The BSG President reserves the right to change these rules/guidelines at any time

3) Contact Us

- a) For more information please contact bsgweb@brockport.edu or call 585.395.2550.

4) Your Text:

- a) Please Print the 4 Lines Desired Below. Lines **CAN NOT** be more than 21 characters
