



# Impact Posting Policies & Procedures

## Posting

Flyers, table-tents, posters, etc. are distributed Tuesdays and Fridays.

All items for distribution must be in by 12pm (noon) on the day they are to be posted (items not meeting the Bulletin Board Design Requirements will not be posted).

Impact shall be the sole distributor of items on ASPLU/Impact bulletin boards. Any flyers not posted by Impact will be removed, effective 11/01/04 (November 1st, 2004.)

Impact posters will take precedence over all other postings.

Any item covering an Impact poster will be torn down and disposed of.

## Bulletin Board

# Design Requirements

Sponsoring agent (club, organization, individual, etc.) must be displayed at 3/8" minimum font size (approximately 14 pt.)

All hand-produced material must be legible from seven (7) feet

Minimum font size for all text is 12 pt.

PLU related postings only

All material must be in full compliance with University policies and procedures. These can be found at:

[www.plu.edu/print/handbook/conduct/](http://www.plu.edu/print/handbook/conduct/)

Posting for events shall not occur earlier than two (2) weeks prior to the event date

All posters not produced by Impact must be stamped with appropriate posting dates shown.

## Paper Sizes

Maximum:  
**11" x 17"**

Minimum:  
**5.5" x 8.5"**

Questions or concerns?

Contact Impact -- Creative Advertising & Design at  
x7479 or [impact@plu.edu](mailto:impact@plu.edu)