

Posters/Flyers

To keep the campus doors and walls clutter-free and in good repair, all flyers/posters should be posted on the bulletin boards only with Marketing Department approval.

All flyers/poster drafts should be sent to the Marketing Department for review.

Marketing will review the draft for consistency with Marketing Guidelines, make necessary changes, and post the documents at appropriate locations.

Bulletin boards are designated as follows:

- 1) *Community Events* – events happening in the community (i.e., Christmas parade, flu shot clinic, Public Library event, etc.)
- 2) *ICC Events* – events happening on campus (i.e., concert, play, training, etc.)
- 3) *Job Postings* – any job posting internal, external, work study, etc.
- 4) *Department/Organization* – maintained by the designated department or organization (i.e., Youth For Understanding, Theatre, etc.)
- 5) *Boards outside of classrooms* – notices related to classes held in that room or important academic notices (i.e., add/drop dates, financial aid notices, etc.)

External organizations should send documents to the Marketing Department for approval and posting at .

Approved documents will be stamped by the Marketing Department.

Documents not approved by the Marketing Department will be removed from bulletin boards.

Revised: 03/01/2021