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Direct inquiries to: Assistant Director of Event Services  
Event Services Office- Alumni Memorial Union, 245

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**Publicity Postings in the AMU**

Postings must be placed only on designated public bulletin boards located on the first floor of the Alumni Memorial Union (AMU).

1. Registered student organizations should obtain approval for all publicity through submission of their event approval request in Marquee. Postings for university departments and off campus groups do not require prior approval. Any expression on flyers, posters and signs that is indecent, obscene or offensive on matters such as race, age, ethnicity, gender, disability, sexual orientation or other legally protected basis is inconsistent with accepted norms of conduct at the university and will not be tolerated. Such postings will be removed immediately.
2. The requester will be responsible for posting their flyers on the bulletin board.
3. The requester is permitted to put up no more than two of the same flyers per bulletin board. If there are more than two of the same flyers on one bulletin board, the additional flyers will be removed and discarded immediately.
4. Posting should not cover current postings belonging to other organizations or individuals.
5. Flyers posted on buildings, restrooms, windows, glass doors and/or elevators within the AMU will be removed even with a stamp of approval.

6. The Alumni Memorial Union staff monitors the bulletin boards and removes all content on a weekly basis.
7. Organizers of meetings and/or events who have received an Event Confirmation for space rental in the AMU may hang non-permanent signage inside their reserved space for the duration of their reservation. Any expression on flyers, posters and signs that is indecent, obscene or offensive on matters such as race, age, ethnicity, gender, disability, sexual orientation or other legally protected basis is inconsistent with accepted norms of conduct at the university and will not be tolerated. Signage should be hung with blue painters' tape and removed by the requestor at the conclusion of their meeting/event.
8. If a requester from outside the university is interested in posting flyers in the AMU, the same process will be followed.
9. The above protocol does not apply to bulletin boards, tables or glass cases overseen by departments housed in the AMU. Departments are responsible for this content.

**Publicity Approval for Registered Student Organizations**

1. All posters, publicity, and advertising for student organization events must be approved by the Student Engagement Office via Marquee before they are posted on campus
  - a. This includes AMU Stairwell Banner Requests, Table Tents, Brew Café Java Jackets, AMU 1<sup>st</sup> Floor Window Painting, Axis TV Monitors, Sidewalk Chalking
2. Publicity hung on campus that do not appear as approved on Marquee are NOT approved to post and will be removed.
3. Some postings locations do require advanced reservation:
  - a. Residence hall floors, lobbies or dining hall table tents  
CONTACT the Office of Residence Life
  - b. AMU Stairwell Banner Requests, Table Tents, Brew Café Coffee Sleeves, AMU 1<sup>st</sup> Floor Window Painting, Axis TV Monitors, Sidewalk Chalking  
CONTACT the AMU Event Services Office
  - c. Academic department bulletin boards  
See Marquette University Policies and Procedures, 6 – 10 Non -Permanent Signage Policy
4. Publicity for dances require specific information, and approval is subject to meeting the policies on hosting a dance.

More Information on these procedures and policies can be found under the Student Organizations Policies.

### **Poster Printing for Registered Student Organizations**

A limited number of posters to advertise your student organization's event can be printed through the Division of Belonging and Student Affairs Marketing Office at no cost to your organization. They can assist in printing for AMU Stairwell Banner Requests, Table Tents, and Brew Café Java Jackets

The link below will provide you with specific guidelines and link to request a project.

<https://www.marquette.edu/student-affairs/communications.php>

### **AMU Stairwell Banner & Display Case Requests**

**AMU Stairwell Banner** space is reservable for university departments and registered student organizations through the AMU Event Services Office (AMU 245). Reservable for two (2) consecutive weeks maximum per event. You must drop printed banners in the AMU Event Services Office (AMU 245) and *not the Info Desk*. Please provide proof of your banner reservation with the Event Confirmation number and dates of the reservation. Indicate to AMU Event Services staff whether you will pick up the banner following the event or if they should dispose of the banner. Dimensions as follows: Maximum of 5' (60") wide; Maximum of 4' (48") tall.

**AMU Display Cases** are no longer reservable.

### **Table Tents**

Table Tents are permitted in the Marquette Place dining hall, Brooks Lounge, AMU Brew, Residence Hall dining rooms, and the Brew in Raynor Memorial Library Bridge. Reservable for one (1) consecutive week maximum per event. Tables in are cleaned often and it is up to the discretion of the cleaning staff to discard table tents. To reserve space in Marquette Place, Brooks Lounge, or AMU Brew contact the Event Services Office (AMU 245). To reserve space in the Residence Halls, contact the Office of Residence Life (Carpenter Tower 203). To reserve space in the Brew at the Bridge in the Raynor Memorial Library contact Raynor Library Conference Services. Guideline numbers used for printing are 100 for Marquette Place, 25 for Brew and 20 for Brooks Lounge.

### **Brew Café Java Jackets**

Java Jackets (coffee sleeves) will be available at the AMU Brew Bayou only. Requests to obtain coffee sleeves to affix publicity are available through contacting the AMU Event Services Office, AMU 245. Reservable for one (1) consecutive week maximum per event. After the reservation is made, 500 Java Jackets will be allotted to the group and can be obtained by contacting the Brew Manager or stopping by the Brew Office. Organizations must have proof of reservation upon pickup. Organizations are responsible for the printing and affixing of labels to the java jackets. Ideal dimensions are 4" wide, 2" high. The labels must be affixed in a way that does not cover the printed Brew Cafes logo. If the logo is covered, the group may be subject to payment of the Java Jackets (approximately \$50.00).

### **1st Floor Windows**

Reservable for one (1) consecutive week maximum per event. Sponsoring organizations are responsible for providing painting and cleaning supplies. Sponsoring organization is responsible for covering all tables and flooring to eliminate damage to furnishings. Should damage occur, sponsoring organizations will be held responsible for charges incurred to clean, repair or replace.

### **Axis TV**

Axis TV monitors located throughout the AMU are available for student organization and university department publicity. Reservable for one (1) consecutive week maximum per event. Requests can be made to the AMU Event Services Office (AMU 245). Files should be submitted to your Event Coordinator in jpeg format.

### **Sidewalk Chalking**

Inclement weather and/or all university-wide initiative may limit availability. Limited to one (1) event per student organization per academic semester. No chalking is allowed on the sidewalk between AMU and Parking Structure 1 (16<sup>th</sup> & Wells). Do not chalk within 50 feet of any door. Do not chalk under any overhang (it takes a long time to wash away). Alternate sidewalk blocks so you are not chalking on each block. Chalking inside campus buildings or exterior walls is strictly prohibited. The material used to mark the sidewalk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products or spray chalk is prohibited.