

MONSU Peninsula Inc. Poster Policy

1. Application

- 1.1 This policy governs the placement of posters and other notices within and surrounding levels one and two of the Student Union Building (Building U) located at Monash University, Peninsula Campus, 47-49 Moorooduc Hwy, Frankston.

2. Authorisation of Posters and Notices

- 2.1 All posters, notices and other printed information displayed within the Building U and its surroundings must be authorized.
- 2.2 Authorisation can only be obtained through the MONSU Peninsula Desk located in Building U.
- 2.3 Authorisation shall consist of approval by a staff member of MONSU Peninsula & shall be recorded at the MONSU Desk.
- 2.4 Posters and notices that are not duly authorised shall be removed immediately.

3. Size Guide

Event Poster & Social Media Cheat Sheet

Event Poster

- High quality PDF in A4 or A3 size
- Landscape works best....But up to you!
- Must include your club logo & the MONSU logo



Website & Instagram Post

600 px x 600 px

MONSU Screens & Instagram Story

1080 px x 1920 px

Facebook Event

1920 px x 1005 px

* HOT TIP keep the good stuff in the middle of the image with heaps of clear area around the edges so your creation isn't cut off on some devices!

4. Location of Posters and Notices

- 4.1. Posters, notices and other printed material may be placed on designated pin-on notice boards in the Upper Deck Café and Student Lounge and on the six (6) external noticeboards.
- 4.2. Posters may not be placed on glass windows and doors, or painted areas without the permission of the University and a staff member of MONSU Peninsula. Any material placed in these areas without permission will be removed immediately & may incur costs for damage to any painted surfaces.
- 4.3. No more than the equivalent of ten (10) A4 sized and/or A3 sized posters of any one kind may be placed in the area covered by this policy.
- 4.4. Digital posters can be displayed on the three (3) digital screens operated by MONSU Peninsula. Permission must be obtained by a MONSU Peninsula staff member and the digital image sent to hello@monsupeninsula.org.au in jpeg format.
- 4.5. Digital images must be 1920 x 1080 pixels for the portrait screen in Building A and Building U MONSU Desk, and must be 1080 x 1920 pixels for content to be displayed on landscape screen at Building U Student Lounge.

<u>Location</u>	<u>Permitted Posters</u>	<u>Maximum Amount</u>	<u>Additional Information</u>
Building U Outside Pillar Noticeboards (x6)	<i>MONSU Peninsula & affiliated clubs activities</i>	<i>1 x A3 or A4 poster per pillar noticeboard</i>	<i>A3 Posters Landscape. Blu Tack only to affix</i>
Upper Deck Cafe Entrance Pinboard	<i>MONSU Peninsula & affiliated clubs activities</i>	<i>1 x A3 or A4 poster</i>	<i>Drawing Pins only to affix.</i>
MONSU Peninsula digital screens	<i>MONSU Peninsula & affiliated clubs activities, Monash University & affiliates activities & information.</i>	<i>N/A</i>	<i>JPEG digital images Portrait Screens 1080 x 1920 pixels Landscape Screen 1920 x 1080 pixels</i>

5. Length of Approval

- 5.1. Posters, and notices advertising events shall be approved until the day following the event. All others will be approved for a period not exceeding one (1) month, unless approved otherwise by a staff member of MONSU Peninsula.
- 5.2. It is the responsibility of the club or society, or affiliated group to remove posters once the event being advertised is over. Digital content displayed on the MONSU Peninsula governed digital screens will be removed by MONSU Peninsula staff the day after the event or at the discretion of MONSU staff in regards to the content being current.

6. Affixing of Posters

- 6.1. All posters and notices are to be affixed to MONSU Peninsula Noticeboards using blu tack. Drawing pins only to be used on the portable noticeboard located at the Upper Deck Cafe entrance. No other means of affixing posters shall be permitted.

1. Criteria for Poster Approval

- 6.1 Posters and notices will only be approved for display in the Student Union building subject to the following criteria:
 - 1.1.1 Related to Student Union activities including Clubs and Societies and affiliated groups
 - 1.1.2 Related to Student Union Elections and approved under Election regulations
 - 1.1.3 Related to University matters
 - 6.1.4 Related to Community matters
- 6.2 Posters and notices will not be displayed if in contradiction with the by-laws or policies of the Union, except in circumstances as to expose the nature of such material and shall generally promote the aims of the Union.
- 6.3 No posters should be of a nature that can be considered obscene, racist, sexist or promoting illegal activity.
- 6.4 Affiliated groups must acknowledge the support of the Student Union by incorporating the MONSU Peninsula logo or stating "affiliated with MONSU Peninsula Inc." on all posters.
- 6.5 No approval shall be given to commercial advertising except by approval of the President in special circumstances, and subject to ratification by MONSU Peninsula Inc. The display time may be extended at the discretion of MONSU Peninsula Inc.
- 6.6 The MONSU Peninsula Student Council has the power to revoke the approval of any posters.

2. Amendments

- 7.1 Poster Policy amendments are decided by the MONSU Peninsula Inc. Student Council (or as delegated to the Peninsula Student Council Executive or Peninsula Summer Executive).

Adopted January 2023