**SAMU Student Groups | Postering Guidelines and Procedures**

Each Group is responsible for designing and printing its own posters. Groups cannot post anything that might be views as offensive or demeaning. Poster sizes should be 8 1⁄2 x 11 (letterhead) or 11 x 17 (tabloid). MacEwan University has the right to remove posters at its discretion, except when posters are on SAMU boards.

***Postering Tips***

For an effective design, use color but keep it simple and stay consistent with your colour palette. Use fonts properly; do not mix too many typefaces and be careful with overly stylized typefaces as they can make your poster hard to read. Always check your spelling and grammar.

***How do I get my poster approved?***

An electronic copy can be sent to a member of the Student Groups Department to approve, or a hard copy may be brought into the office to be signed. The Student Groups Department holds the right to not approve a poster should they deem the content offensive or demeaning. It’s recommended that a club waits to print off posters until they have been approved in case the Group.

***What do I do now that it is approved?***

Once a poster is approved, it can be taken down to the SAMU building’s main office on the main floor to be stamped. This stamp allows club posters to be hung up on SAMU Student Groups boards (which are recognized by the SAMU banner). A Group is not limited to hanging posters on only the Student Groups boards. Note that hanging posters is up to the group and that it is not the responsibility of the SAMU Centre staff to do it.

Ask the CFAC SAMU office to help you find the designated Student Groups boards!

**Student Groups Poster Boards**

Department notices a typo, missing information, or other that means they can’t approve it.

***Step-By-Step***

1. Send your Student Groups manager an email with the attached PDF file of the poster to be approved
2. Student Groups Manager will email the group with the approval
3. Student Groups go to the SAMU Building second floor Student Groups office to get posters stamped. Poster can be stamped for the following duration:
4. a. Groups seeking membership- 1 month  
   b. Groups advertising meetings-1 month  
   c. Groups advertising Event- 3 weeks prior to event date
5. Groups put up the posters on designated boards.
6. Student Groups team manages the boards.