



A.S. Publicity Guide

For the complete A.S. Publicity Directive
visit www.mtsac.edu/as

APPROVAL REQUIREMENTS

All publicity must have the A.S. approval stamp and signature of a Student Life Office designee before materials are printed.

Printed or digital materials **must** have the following:

- English translation, if not in English
- Name of the College (Mt. SAC)
- Name of organization(s)
- Advisor Contact Information (phone # and/or Mt. SAC email)
- Date, time, and location of event (if applicable)
- Accessibility Accommodations Statement: "To request reasonable accessibility related accommodations, please contact the ACCESS Department via email at access@mtsac.edu at least 5 business days prior to the event and copy the Student Life Office at studentlife@mtsac.edu."

Additional Requirements:

- Printed or digital materials must be free of obscene, libelous, slanderous, and/or profane information
- Publicity will be the responsibility of the organization hosting the event regardless of A.S. sponsorship
- Events receiving A.S. funding **must include the following statement** on publicity materials:
 - **Sponsored by Associated Students**

A.S. APPROVED SAMPLE POSTING

MT. SAC
Creative Club

T-Shirt Sale
Tuesday, March 12, 2023
Miracle Mile
11:00 am - 2:00 pm

JOIN US FOR ACTIVITIES, GAMES, AND MORE FUN!

To request reasonable accessibility related accommodations, please contact the ACCESS Department via email at access@mtsac.edu at least 5 business days prior to the event and copy the Student Life Office at studentlife@mtsac.edu

Contact Info: advisor@mtsac.edu
(909) 274-XXXX

MT. SAC
Student Club Publicity
Approved: 5/17/2024
Signed: [Signature]
Associated Students

AUTHORIZED LOCATIONS

One posting per board is allowed at the following locations:

- 9C North Wall
- Division and Department Boards with approval by respective Division Office
- Classroom Boards with approval by respective faculty or related Department Office
- Grass and Planter Areas
 - Only lawn signs or wooden signs can be used and must be placed ten (10) feet apart, no more than three (3) feet high, and no more than four (4) feet long

UNAUTHORIZED LOCATIONS

Any location or object not listed is unauthorized, will be removed, and the responsible party will be subject to violation outcomes.

PUBLICITY VIOLATIONS

Any publicity violation will result as follows:

- 1st Violation:** Written warning
- 2nd Violation:** Written warning + loss of all publicity privileges for one (1) month
- 3rd Violation:** Loss of all publicity privileges for two (2) months
- 4th Violation:** Referral to A.S. Student Court for determination of outcome(s)

MAINTENANCE AND REMOVAL OF PUBLICITY

All publicity of each organization **MUST** be maintained in a neat manner that **DOES NOT** litter, deface, or destroy campus property.

All publicity **MUST BE REMOVED** by the organization two (2) days following the event.

Student Life Office reserves the right to remove any publicity that is in violation of the Publicity Directive.