

SIGNAGE POSTING POLICIES PER BUILDING

Blye-Poteat Hall – School of Family & Consumer Science

1. Post all signage/announcements on designated bulletin boards specific to subject.
2. Avoid posting anything on windows, doors, or walls – other than designated boards.
3. No postage in bathrooms.

Refer questions to x3295

Ted Russell Hall – Department of Business

1. Before posting, contact the Department of Business Office for approval to post any and all signage/announcements anywhere in the building.
2. Avoid posting anything on windows, doors, or walls – other than designated boards.
3. No postage in bathrooms.

Refer questions to Sonia Miller in TRH 111, main office, x3218 or smiller@cn.edu

Residence Halls

1. All items posted in the hall must be submitted to the Office of Residence Life for approval and will be hung by Residence Life staff.
2. No items will be posted until approved by the Directors of Student Activities and Residence Life.
3. You may deliver approved posters to MSAC 2009. RAs will then distribute them to the residence halls.

Dougherty Science Building

1. Any announcements should be sent to department chairs and/or division secretaries for posting and should have an expiration date to indicate when they are to be taken down.
2. Avoid posting anything on windows, doors, or walls – other than designated boards.

English Language Institute

1. Signs must be pinned on bulletin boards at the bottom of the stairs.

2. Before hanging any signs, the person must get permission from Jennifer Ray.
3. Permission to hang signs anywhere else in the building or on the door must be approved by the director.

Refer questions to Jennifer Ray at x4475 or jray@cn.edu

Henderson Humanities

Please no signs on the following:

1. Doors- glass or painted
2. Walls- paint/wallpaper/wood panels and in stairwells/restrooms
3. Departmental bulletin boards- comm/theatre, etc.
4. Furniture- the outside of trophy cases, display cabinets and message boards

No large banners.

Large bulletin boards are located inside the main ground floors at either entrance to the building. Thumb tacks are to be used on these bulletin boards.

Refer questions to Anita Newport at x3292 or anewport@cn.edu

Library

Signs are restricted to bulletin boards only in the library.

Refer questions to Bruce Kocour at x3336 or bkocour@cn.edu

Maddox Student Activities Center (MSAC)

1. Signs, posters and flyers may be hung on the bulletin boards provided on the upper and lower levels of the MSAC only.
2. The use of bulletin boards in the MSAC is for the use of Carson- Newman students, faculty, staff and campus organizations only. Individuals from outside the college must ask permission from the Director of the MSAC and Recreational Services.
3. Signs are only allowed to be posted on existing bulletin boards. If signs are posted anywhere else, they will be taken down

Refer questions to Merci Rowlett at x3440 or mrowlett@cn.edu

Pedersen Nursing Building & Heritage Hall South Nursing

1. Signs can be hung on certain bulletin boards in nursing building areas only.
2. The bulletin boards that can be used are the one in the hallway of 1st Heritage Hall South and the one at the end of the hallway of 2nd Heritage Hall South adjacent to the student lounges.

Refer questions to Melina Rogers at x3425 or mrogers@cn.edu

Stokely Memorial (upstairs, Cafeteria)

1. No signs will be hung up unless you have permission from Rebecca Greenep.
2. No Scotch tape.

Refer questions to Rebecca Greenep at x3548 or rgreenep@cn.edu

Stokely Memorial (downstairs, Education Department)

1. No signs should be taped to glass doors, chalk boards, or dry erase boards. Permission must be given to post signs on a painted surface.
2. If permission is given to post signs on a painted surface, please use masking tape only to prevent paint from coming off the walls.

Refer questions to Jasmine Lindsey x3320 or jlindsey@cn.edu

Tarr Music Center

Signs may only be posted on bulletin boards across from office, in student lounge, and at band room. Signs not posted properly will be removed.

Refer questions to Laura Lowell x3330 or llowell@cn.edu.

Warren Art Building

1. Signs are only allowed to be posted on existing bulletin boards. If signs are posted anywhere else, they will be taken down

Refer questions to Rachelle Burgett x4985 or rburgett@cn.edu

Chambliss Building

1. Signs are only allowed to be posted on existing bulletin boards. If signs are posted anywhere else, they will be taken down

Refer questions to Lori Roberts x3439 or lroberts@cn.edu

Signage is not to be posted on dry erase or chalkboards in any building.