



Graduate Programs and Student Affairs
 Olin Hall, Room 320
 781.239.4474

Graduate School Posting Information & Guidelines

Internal Posting (students, faculty & staff):

- You can post event information on paper flyers, and on poster boards. Poster boards can be printed from **Babson Document Center** (x4266; docutech@babson.edu) at a nominal charge (printing takes between 2-5 business days). Easels for poster boards can be obtained from **Babson Facilities Management** (x4444; or on Babson portal, click 'Facilities Web Request').

- All flyers and posters need to be approved by the Babson GPSA. Content will be reviewed to identify materials that may include (but are not limited to) display or promotion of nudity, violence, racism, sexism and profanity. GPSA approval does not imply endorsement.

- GPSA will hand-stamp up to 10 pieces of promotional material. If you anticipate more, we can electronically stamp the file **before printing**. If your document is already printed, you can stamp them yourselves with a date we determine after the material has been approved by GPSA. Ask the Front Desk staff to borrow the stamp after receiving approval of your materials.

- You can drop off your posters to be stamped by the GPSA, Olin Hall Room 320. You may also send your flyers and posters through email to GPSA@babson.edu. GPSA will review flyers and posters Monday through Friday during normal business hours (8:30am – 4:30pm). The approval process may take up to 48 hours.

- Once the material is approved, you may pick up your flyers the GPSA, or GPSA will email you the approved electronic document to be sent to Docutech. Babson College and the GPSA are not responsible for posting materials.

The following locations are approved for posting:

- Olin Hall – bulletin boards in bathrooms (women must have BWMBA approval), on ground floor, and on easels. You can contact Randee Lucia for publishing your flyer on the LCD screen in the Olin Hall entranceway.
- Hollister Hall – bulletin boards in hallways and stairwells
- Reynolds Center – bulletin boards above mailboxes, in the TV lounge, by the first floor pay phones, across from the info desk, and behind the columns in the game room
- Trim – main bulletin board

- For posting in all other buildings on campus, flyers cannot be posted on windows, doors, walls, painted surfaces, or glass surfaces. Postings should be hung on bulletin boards throughout the buildings.

- GPSA must approve all materials to be posted/distributed in residence halls. The RA also must approve the use of community bulletin boards.

- Once your material has been approved, you can also show it at the LCD screen at the entrance of Olin Hall. For this, send Randee Lucia, rlucia@babson.edu, a .jpeg of your document.

External posting (alumni and all other constituents from outside the Babson community):

-You may place postings on the Messy Board at the entrance of Reynolds. These need not be approved prior to posting, but anything deemed to be inappropriate will be removed. The board is cleaned most Fridays, so you may wish to replace your posting if it isn't time-sensitive.

 Please complete and return to the Graduate Programs and Student Affairs, Olin Hall Room 320:

Today's Date:
Name of person wishing to post:
Phone number and email address:
Name of organization/company, if applicable:
Reason for posting:
Where you intend to post (internal applicants only):