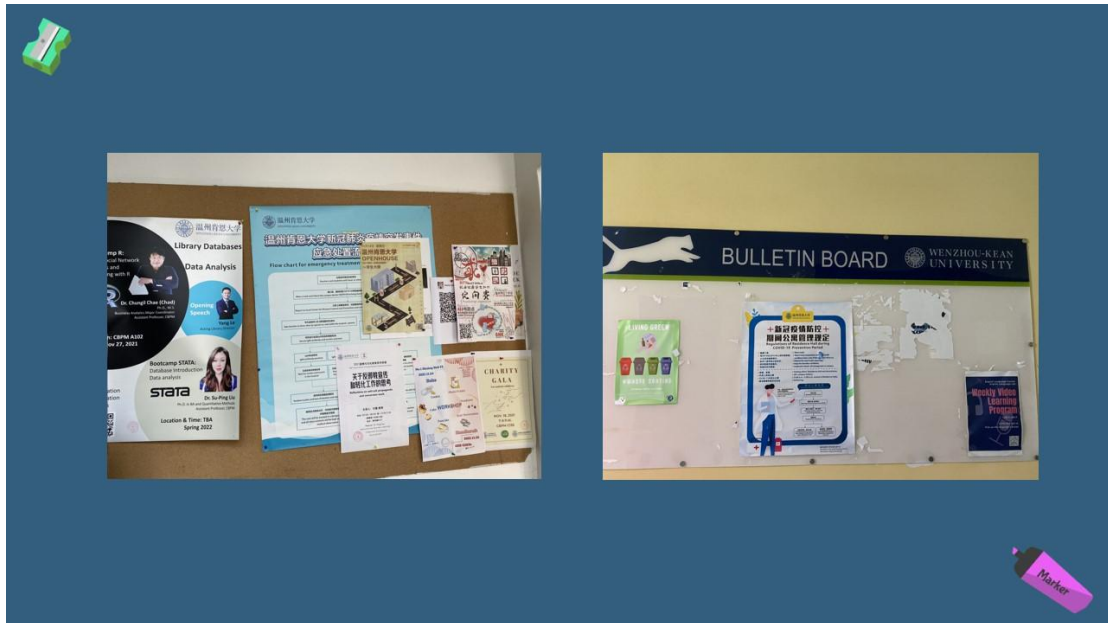




Posters are always a key component to promote your events. While it is not uncommon to find a board filled with scraps of paper which make audience hard to read and clean. For instance, please look at the rendering below of an average bulletin board.



What you might quickly notice is that the various items on the board are crowded and overlapping. This is the way most bulletin boards look, and the “feel” of a board like this is one of chaos and confusion.



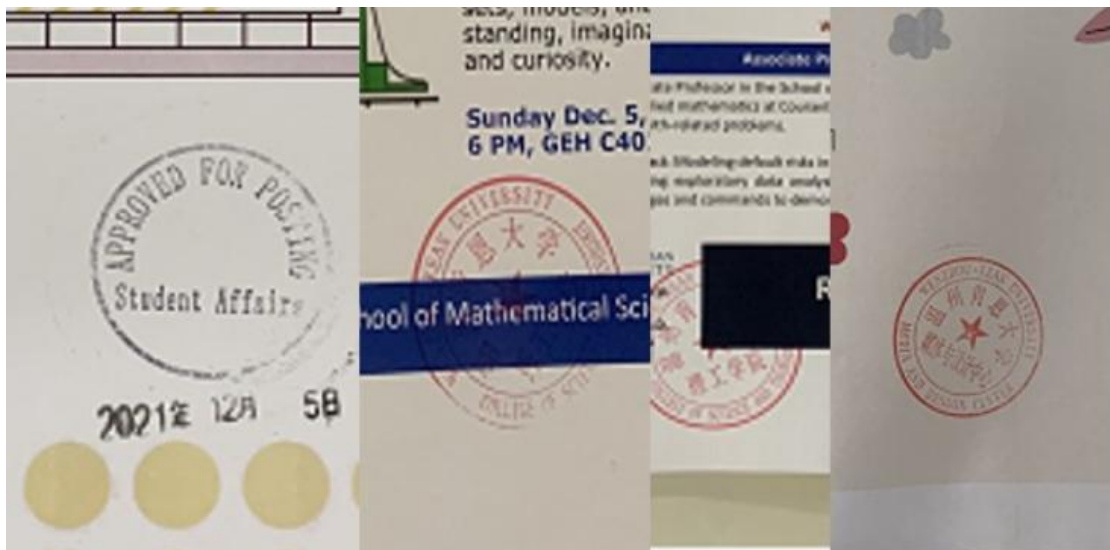
In this guide, we are going to show you how to post your posters properly on campus. Posters on campus must follow these guidelines to be clear and effective. Please follow me with steps below.



First, posters should be easy to read, not crowded, and organized in a logical manner. The content of poster should basically be English based.




Second, materials should not be posted on them without prior approval. All materials posted must receive a stamp from Student Affairs(GEH D203) or other school departments .



Third, all materials posted on campus must be attached to bulletin boards. Walls and doors, windows, trees, light standards, permanent signs, other interior or exterior building surfaces, and similar locations are not appropriate places for posters. Posters found in such places will be removed by Student Government or staff.




Fourth, posters should be post with tape or pins on four corners. Double-sided tape is prohibited. Moreover, please do not cover other posters unless they are invalid or remove them before pasting your posters.



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Moreover, please **do not cover other posters** unless they are invalid or remove them before pasting your posters.




The campus reserves the right to remove any materials from campus general information bulletin boards that are in violation of law or school regulations.



\*Please refer to the location list of bulletin board on campus.

#### General Education Hall

- Student Groups may post five (5) flyers:
- Window Board outside of the Room C203a in the Involvement Center
- On the 2nd, 3rd, 4th, 5th floor Bulletin Boards
- No. 1 Dinning Hall
- One (1) flyer may be posted on the columns in front of Dinning Hall
- Training Building
- One (1) flyer may be posted on the 1st floor Bulletin Board around Office Room A102
- Banyan Hall
- A total of three (3) flyers may be hung:
- 1st floor Bulletin Board near elevator of Banyan A
- 1st floor Bulletin Board near elevator of Banyan C
- 1st floor Bulletin Board near elevator of Banyan D

#### Plum Hall

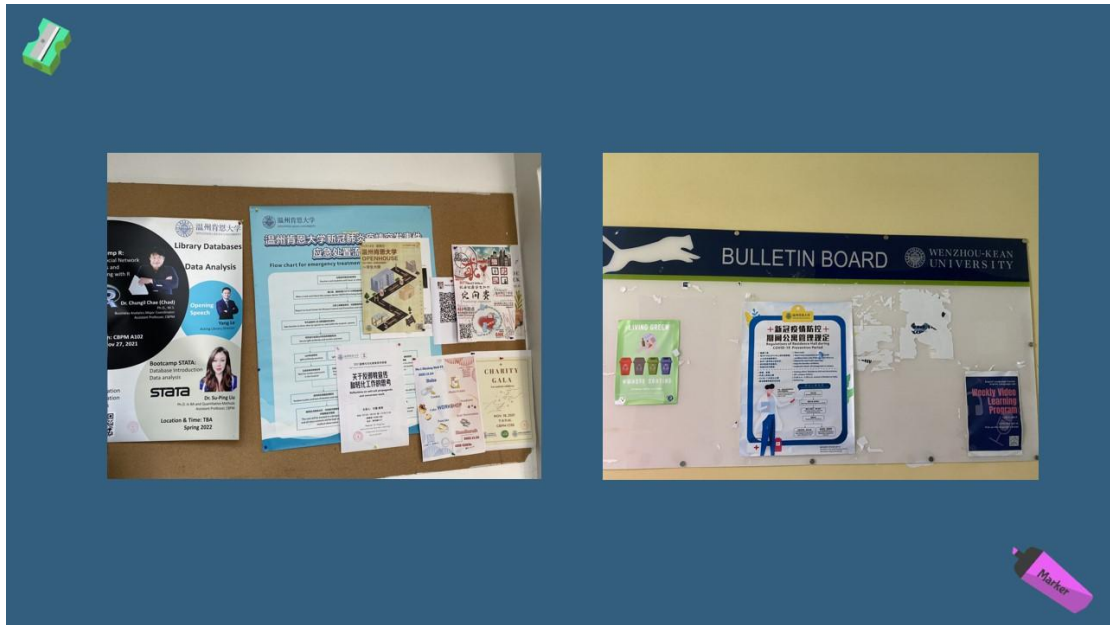
- Student Groups may post two (2) flyers:
- 1st floor Bulletin Board
- In One Elevator
- Orchid Hall
- Student Groups may post two (2) flyers:
- 1st floor Bulletin Board
- In One Elevator
- Bamboo Hall
- Student Groups may post two (2) flyers:
- 1st floor Bulletin Board
- In One Elevator
- Chrysanthemum Hall
- Student Groups may post two (2) flyers:
- 1st floor Bulletin Board
- In One Elevator



海报一直以来是推广活动的重要方式。然而一些被纸张覆盖的展板随处可见，不方便学生浏览和清洁。请看以下例子



可以发现，上面都很拥挤并且覆盖了其他的海报。这是大多数公告板的样子，像这样的板子给人感觉是混乱的。



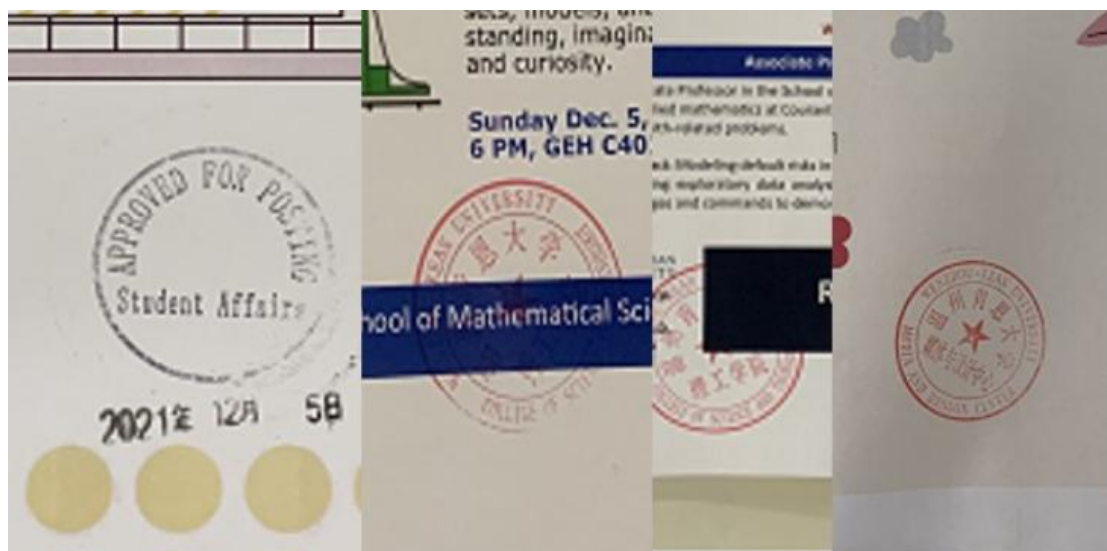
在本视频中，我们将向您展示如何在校内正确张贴海报。校园海报必须遵循这些准则，才能清晰有效。请跟随我按照以下步骤操作。



首先，海报应易于阅读，不拥挤，内容有序有逻辑地展示。海报的内容基本上应该以英文为主。



其次，未经事先批准，不得在其上张贴材料。所有张贴的材料必须获得学生事务（GEH D203）或学校部门的印章。

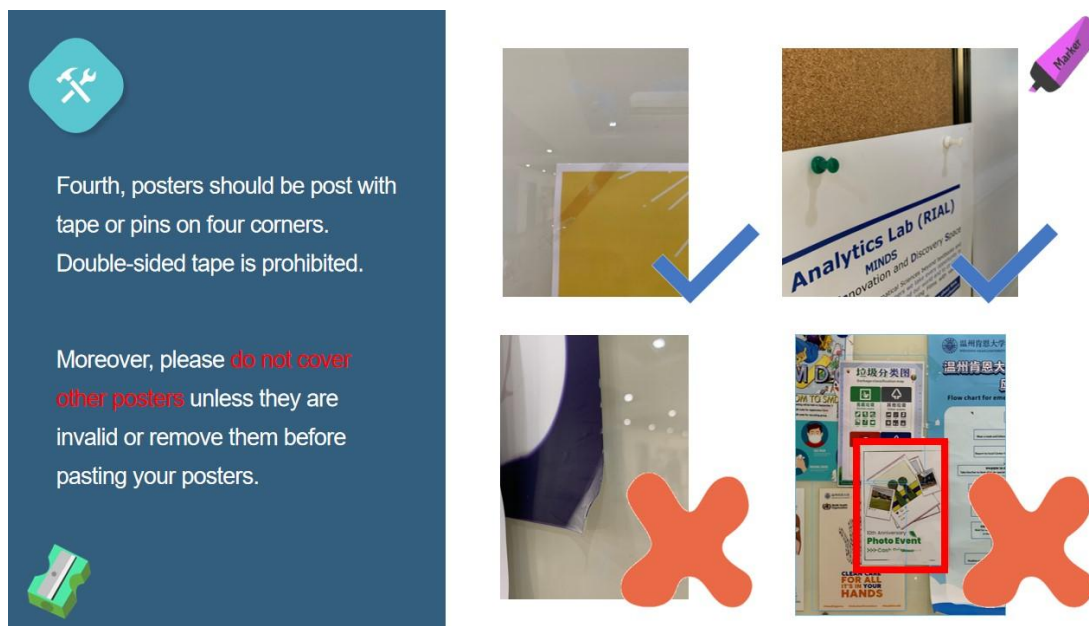


第三，所有张贴在校园的材料都必须附在公告栏上。墙壁和门，窗，树木，光标，永久性标志，其他内部或外部建筑表面以及类似位置不适合张贴海报。在这些地方发现的海报将被学生会或工作人员删除。





第四，海报应在四个角上贴上胶带或别针。禁止使用双面胶带。  
此外，除非其他海报无效，请不要在其上方遮盖其他海报，或者在粘贴海报之前将其移除。



The graphic features a dark blue background with a white wrench and screwdriver icon in a teal circle at the top left. Below the icon, the text reads: "Fourth, posters should be post with tape or pins on four corners. Double-sided tape is prohibited." and "Moreover, please do not cover other posters unless they are invalid or remove them before pasting your posters." At the bottom left is a small green and white tape dispenser icon. To the right, four photographs illustrate correct and incorrect practices. The top-left photo shows a yellow poster pinned to a wall with blue checkmarks. The top-right photo shows a white poster titled "Analytics Lab (RIAL)" pinned with green pushpins and a purple marker, also with a blue checkmark. The bottom-left photo shows a purple poster partially covering a white one, marked with a red 'X'. The bottom-right photo shows a poster titled "Photo Event" covering other posters on a bulletin board, also marked with a red 'X'.

若海报内容有任何违规等现象，学校有权从信息公告板上删除海报的权力。



\*请参阅校园公告板的位置列表。

## Location

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