

CURTIN STUDENT GUILD

Club Poster Guidelines

1. Posters are distributed weekly by Guild staff within the A3 poster frames located throughout the Guild Precinct. Please submit posters with adequate turn-around time, bearing in mind they are only mounted once per week (usually Wednesdays). We recommend posters be submitted at least 3-4 weeks' prior to your event, to allow ample time for them to be seen.
2. All club posters are to be submitted in person to Guild Reception (B.106F). Posters will be reviewed by Club Support staff, and, if approved, will enter circulation for that week's poster run.
3. All club posters must include the Guild logo, and must follow the corresponding style guide. Both the logo and style guide can be downloaded at www.guild.curtin.edu.au/clubresources.
4. Posters must be A3 sized and portrait orientation. Colour is highly recommended.
5. A maximum of 10 posters are permitted per club, per event/campaign.
6. Club posters must clearly/prominently identify the name of the club/s involved.
7. Posters from anyone other than a Guild registered club or Guild department must seek prior approval from the Guild's Corporate Relations team.
8. The Curtin Student Guild reserves the right to administrate and distribute posters as they see fit.
9. Clubs may not submit posters on behalf of external event companies, venues, or other external interests. External sponsors for club events may have their logo placed on club posters, however it must be of lesser or equal size to the Guild logo – see style guide for further information.
10. Content on posters must comply with Guild, University and government regulations; and must be in keeping with Guild and University values. Strictly no abusive content or vilification will be accepted.
11. Posters are not to be placed on any other surfaces around campus, with the exception of community notice boards. The Guild reminds students that the University has by-laws that can see students fined. For more information on the University's poster policy, please see Part 2.11 and 2.12: <https://policies.curtin.edu.au/legislation/bylaws.cfm>.