

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 Mondays). 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 via email to the Clubs Officer – clubs@guild.curtin.edu.au. Posters will be reviewed by Club Support staff, and, if approved, copies will be printed and circulated in the next poster run.
3. The number of copies to be printed and circulated per club, per poster will be determined by the Clubs Officer, based upon a range of factors, including:
 - number of available spots at any given time,
 - profile/scale of event,
 - date of event,
 - fair levels of exposure for all clubs.
4. 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/club-marketing.
5. Posters must be A3 sized and portrait orientation. Colour is highly recommended.
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, inappropriate imagery / language, or vilification will be accepted – at the full discretion of the Curtin Student Guild.
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>.