

CURTIN STUDENT GUILD

Club Poster Guidelines

All Guild-registered clubs and societies must follow these guidelines to ensure posters comply with Guild, Curtin and Government regulations.

1. All club posters must include the Guild logo and must follow the corresponding Guild branding guidelines. Both the logo and branding guidelines can be found at www.guild.curtin.edu.au/club-marketing.
2. Club posters must clearly/prominently identify the name of the club/s involved.
3. Posters from anyone other than a Guild registered club or Guild department must seek prior approval from the Guild's Student Engagement team. Please direct non-club queries to hello@guild.curtin.edu.au.
4. The Curtin Student Guild reserves the right to administrate and distribute posters as they see fit.
5. 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.
6. Posters are not to be placed on any surfaces (walls, windows etc) around campus, except for public 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>.

Guild Poster Boards

Posters are distributed weekly by Guild club staff on Guild poster boards only.

Guild Precinct	
Distribution:	By Guild Club Staff only
Guild Locations:	<ul style="list-style-type: none">• G-Mart wall (106B)• Student Kitchen (106B)• Guild Equity Space (106F)

7. 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, a limited number of copies will be printed and circulated to Guild poster boards in the next poster run. At the club's request, an additional 20 copies may be printed at the for the club to collect and distribute themselves to the public poster boards around Curtin.
8. We recommend posters be submitted at least 3-4 weeks prior to your event, to allow ample time for them to be seen.
9. 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.
10. Posters must be A3 sized and portrait orientation. Colour is highly recommended.

11. 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.

Public Poster Board Locations

Clubs may distribute themselves and poster guidelines must be followed.

Posters are not to be placed on any surfaces (walls, windows etc) around campus, except for public notice boards.

The Guild Club Support team may print up to 20 copies of club posters if guidelines are followed.

Curtin	
Distribution	Clubs may distribute themselves. Please use the public notice boards only to avoid fines as per the University by-laws referred to in item 6 within these guidelines.
Curtin Locations	<ul style="list-style-type: none"> • B103 Precinct – Opposite Main Café near the Toilet Block. • B105 TL Robertson Library – 1st Floor next to Café Library. • B204 Science and Engineering – Next to Café Basement. • B404 Health Sciences 2 – Ground Floor to the right of the entrance. • B202 Design and Art Precinct – Located outside of the main entrance. • B208 Humanities – Located on the 1st floor. • B501 Education – Located on the 1st floor. • B300 Life Sciences – Level 2 next to the toilet block. • B401 Hollis Lecture Theatre – Outside the lecture theatre main doors. • B410 Medical Building – Level 3. • B418 DBE – Ground floor next to stairwell.