



"Creating an excellent  
college experience"

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Section:  
Administration

Subject:

Posters and Advertising in Dining  
Services

## **Posters and Advertising in Dining Services:**

All forms of material advertising used in Dining Services Operations need to be USU sponsored due to space restrictions. As proof of being USU sponsored, logos or wording to the effect must be present.

### **Procedure:**

1. Material advertisements (posters, banners, flyers, table tents, etc.) must be approved by the operation's management with a stamp before it is posted. Any advertisement placed without authorization or in an inappropriate place will be discarded.
2. Operations maintain the authority to approve and post advertisements in their own operations.
3. In most operations it is the responsibility of the individual making the request to place the poster or banner in the appropriate location of the operation after approved by operation management.
4. Advertisements may be disallowed or posted at a later date due to lack of space. Advertisements are posted on a first come, first served basis.
5. Banners are posted for a maximum of one week, and posters for a maximum of two weeks, or until the occurrence of the advertised event.
6. The Dining Services Executive Director has ultimate approval of all material advertising.
7. Dining Services reserves the right to remove any advertisement via approval or disapproval of the Director of Dining Services and the office of the Vice President for Student Services based on USU policy.