

Rollins School of Public Health Physical Signage Guidelines

Overview/Guiding Principles

- The guidelines aim to facilitate the posting of flyers and posters for the Rollins School of Public Health (RSPH) community while adhering to [Emory's current Respect for Open Expressions Policy](#).
- The primary goal is to establish clear guidelines for physical signage placement to maintain the school's collaborative spirit and prevent damage to property.

Flyers and Posters

Members and visitors of the RSPH Community are permitted to post flyers in designated areas of the Rollins School of Public Health. Designated areas for posting include the following specific locations within the Claudia Nance Rollins Building, Grace Crum Rollins Building, and R. Randall Rollins Building:

Claudia Nance Rollins Building:

- Bulletin board strips on CNR Elevator Cars 1, 2, and 3

Grace Crum Rollins Building:

- Bulletin boards on GCR Plaza Level
- Bulletin boards on GCR 1st Floor
- Bulletin boards on GCR Lower Level (Gracement)
- Bulletin board strips on GCR Elevator Cars 1, 2, and 3

R. Randall Rollins Building:

- Bulletin boards on RRR 1st Floor
- Bulletin boards on RRR 2nd Floor
- Bulletin boards on RRR Lower Level
- Bulletin board strips on RRR Elevator Cars 1, 2, and 3

Any materials posted outside these areas will be removed.

Flyers/Posters with detailed information which include and is not limited to: location, beginning and ending dates, times, and contact will be posted until the end of the event as stated on the flyer/poster. Flyers/posters without this information will be removed by 4pm on Mondays, Wednesdays and Fridays of each week.

Flyers/Posters may not exceed 8.5"x11" in size.

Material must be posted in a manner so as not to cause damage to the display locations. Thumb tacks are the preferred means when adhering flyers and/or posters to the designated public bulletin boards.

Any property damage caused by not following protocols will require the responsible party to reimburse RSPH for the cost of the repairs. Property damage may also be subject to the students' respective honor and conduct code policies. Faculty and staff members that cause property damage will be reported to their respective supervisors.

For additional information related to content of posters or flyers, please refer to Emory University Posting Guidelines and Open Expression Policy found [here](#).

Lawn or Yard Signs

Yard signs are not permitted on campus per the new university environmental branding guidelines. You can review the temporary outdoor signage policy at this [link](#).