

POSTING/DECORATING/AFTER-EVENT GUIDELINES:

This is a succinct guide to your program posting decorating and after event needs. Please take note of all the items here to ensure your organization remains in good standing and that your program is successful.

DECORATING GUIDELINES:

- No helium balloons
- Nothing hung on or in front of sprinklers – items must be at least 2ft away from any sprinkler head or smoke detector
- Nothing around or over the motion detectors (ie light sensors)
- Vents should not be blocked or covered in any way
- No lit flames (ie candles should be used in decorations) if there is need for this kind of light please use a battery operated candle
- No covering of handicap doors or any other signage on campus grounds

ALL ITEMS MUST BE REMOVED IMMEDIATELY AFTER YOUR EVENT – THIS INCLUDES THE TAPE/STRING THAT WAS USED TO ADHERE ANY AND ALL DECORATIONS

DIGITAL POSTERS:

The digital monitors here on campus provide eye-catching and sustainable ways for you to educate the community on your resources or advertise events.

The Campus Life and Student Activities Office is here to help make that happen as effortlessly as possible. As such, we have provided below some detailed guidelines to help ensure your information is in the necessary format so we can get it posted in a timely fashion. One of the key pieces is ensuring that your information is in a **16:9 landscape format using PowerPoint Software**

Below we have shared some quick tips of making your PowerPoint Great and how to take care of formatting.

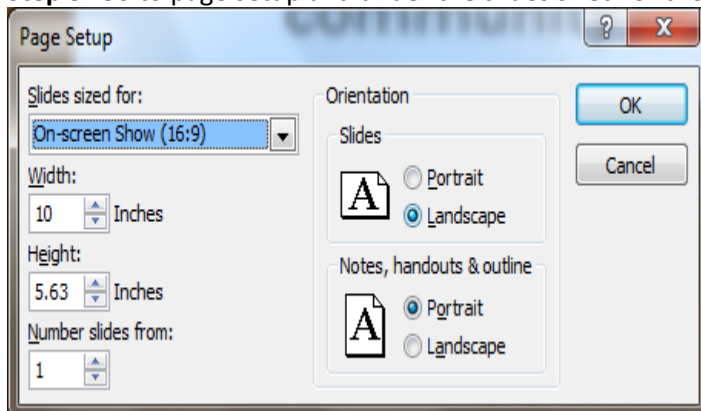
Please review these steps before creating and submitting your information:

How to format your document in a 16:9 landscape:

Step1: Click on the Power Point thumbnail that you created in the left hand panel.

Step 2: Click on ***Design*** on the toolbar panel.

Step 3: Go to page setup and under the slides sized for drop down menu click on screen 16:9 format



Step 4: Before exiting **Page Setup** click on **Landscape** under **Orientation Slides** to the right and leave the Notes, handouts and outlines default as **Portrait**. Then click **OK**.

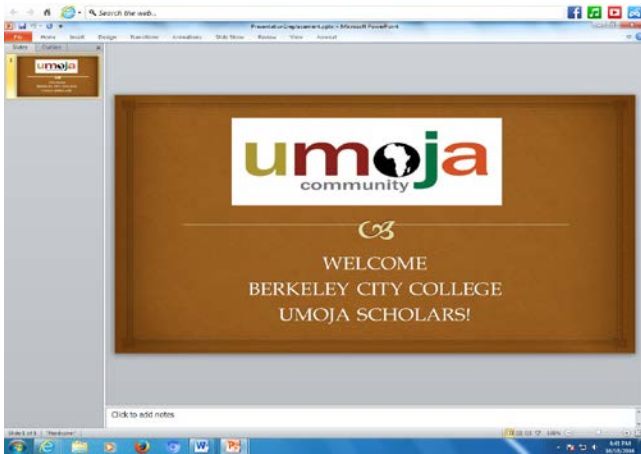
Step 5: Email your slide in an attachment to the Director of Student Activities and Campus Life (asingleton@peralta.edu). Your e-mail should include the date of your event or how long you need the slide up for, so we know when to remove the slide.

please allow for **3-5 business days for your slide to show up on the monitor.*

Slides that are just **informational with no particular end date will have a rotation of 3 weeks to help keep the slides fresh and eye catching to the community and make space for all events to be seen*

If you would like to have a video shown this requires a small TV from our tech department and as such it will be best to fill out an activity request form

By following these directions your advertisements will be compatible with our monitor's software and easier to upload without malfunctions. If formatted correctly your slide should look like the one below!



Quick Tips

- ✓ Submit your slide no less than two weeks of your activity
- ✓ Fewer words will always be helpful for readers to gather everything you want them to know.
- ✓ Use vibrant colors that will not interfere with the base color.
- ✓ Use content that is not prohibited by Peralta Community Colleges regulations.
- ✓ Check for typos and grammar mistakes.
- ✓ Provide your contact information – if attendees have questions you want them to know who to communicate with.

POSTERS/FLYERS/HANDOUTS:

This is to be used if you hope to have posters put up on the bulletin boards around campus or smaller handouts available in our brochure stands/front desk area

1. Bring your poster/flyer/handout to one of the following people/locations:
 - Campus Life Office located in 151A
 - The Ambassador/Front Desk located on the 1st floor of BCC
 - Any Associated Students Board member of Berkeley City College

2. Any of these will get your poster approved once it has found its way to box of the Campus life Director for review
 3. Your poster should contain:
 1. A deadline date where applicable
 2. Contact information
 3. No profanity or explicit information
 4. Communicate clearly what you are trying to get our community to know
 4. **Eight (8)** posters is the maximum we have the capability to hang – They are located on every floor of BCC (except the first floor which is reserved for job postings).
 5. Being “approved” means that you have the stamp of approval from the Campus Life stamp on it
 6. Posters without a deadline date will be kept up for two weeks to allow for other community postings.
- *It is important to allow 2-3 business days for your information to be posted/made available to students

TRASH/FOOD DISPOSAL:

You are responsible for the disposal of the food decorations and/or trash from your event. If the trash is too much or too large to fit into the bins provided **YOU MUST USE THE LARGE GREEN BINS OUT SIDE THE BUILDING** – these are located just before the tall parking structure entrance.