

CALENDARING EVENTS AND POSTER POLICIES

(Effective September 26, 2016)

INTRODUCTION

The La Verne Law campus is a professional institution and environment. As such we are diligent in making sure the events we hold are well planned and that the esthetics of our environment is professional at all times. To help in keeping an organized and professional environment La Verne Law has adopted the following processes and procedures.

I. EVENT AND CALENDAR REQUEST (ECR) FORM

- A. Use this **form** to:
 1. Reserve a classroom or location.
 2. Add the event to La Verne Law's Master Calendar (**EMS**).
 3. Add the event to the E-Poster calendar of events.
 4. Add the event to the **events calendar** on the La Verne Law website.
 5. Add the event to The Docket, a weekly publication that is sent out to all La Verne Law students, faculty, and staff.
- B. The ECR Form is a fillable PDF that must be filled out using Adobe Acrobat reader and **electronically** submitted at least 6 weeks before your event.
- C. Completed forms are to be submitted via email.
 1. Student clubs and organizations must:
 - i. Confirm that the event time and date are available on the **EMS** calendar.
 - ii. Have their President AND advisor electronically sign the ECR Form.
 - iii. Email the completed form to **Jennifer Perez**, Coordinator of Student Experiences.
 2. All other parties must:
 - i. Confirm that the event time and date are available on the **EMS** calendar.
 - ii. Submit their form to **Cherice Sirna**, Administrative Assistant in the Registrar's office.
 3. You will receive confirmation of your submission within two business days of submitting the request.

II. POSTER POLICY

- A. All paper posters must be approved and stamped by **Student Affairs** prior to being posted.
 1. Posters, flyers about events, announcements and notices may **not** be placed on the bulletin boards outside of the classroom, unless they are related to a particular class being held in that classroom.
 2. Approved poster locations are:
 - i. In the bathrooms- one (1) poster per stall/urinal per organization/event.
 - ii. The bulletin board outside the Student Lounge- one (1) poster per event.
 - iii. On the Student Organization's bulletin board.
 2. Poster posting and removing
 - i. Posters placed in the bathroom may be posted one (1) week prior to the event.
 - ii. Posters placed on the bulletin board outside the Student Lounge may be posted one (1) month prior to the event.



- iii. Posters placed on each Student Organization's bulletin board may be placed at the organizations discretion.
 - iv. ALL posters must be removed the day after the event has taken place.
3. Welcome signs for special visitors may be placed in the Lobby on the date the visitor arrives at the COL.

B. E-Poster Process

1. Student clubs or organizations must first send their E-Poster to **Student Affairs** for approval before being posted.
2. All other E-Poster submissions can be sent directly to **Lisa Oropeza**.

C. Requirements for documents to be posted in the E-Poster System:

1. The following requirements must be followed for digital imagery to be posted on the E-Posters in the College of Law:
 - Image format must be **high quality JPEG or PNG**. No TIFF or BMP files will be accepted.
 - All images must be submitted in two formats: one with 1080 x 1920 pixels in size at 120ppi and the other with 1080 x 1800 pixels in size at 120ppi.
 - Absolutely no artifacts from low quality images will be allowed.
 - Background colors should be black (RGB palette 0, 0, 0), white (RGB palette 255, 255, 255), green (RGB palette 0, 72, 17), grey (RGB palette 122, 122, 122), or cream (RGB palette 248, 245, 236).
 - All images must be created on the size required and may not be stretched to fit the frame.
 - No borders that cut the screen into frames (i.e., borders on a square shaped flyer pasted onto a rectangle background)
 - No font smaller than 18pt.
 - Color palette should be easy to read.
 - Font style should be easy to read quickly and from a distance.
 - Proper spelling and grammar is required.
 - Proper use of any University of La Verne symbols, logos, and phrasing is required as designated by **style manual**.
 - Official College of Law logos may be obtained through the Dean of Students office.
 - Abbreviations and time designations should be consistent throughout the image (i.e., 10:00 a.m. to 1p is incorrect; 10:00 a.m. to 1:00 p.m. is correct)
 - Information should include: the name of the group holding the event, what the event is for, when the event takes place, where the event takes place, contact information, whether or not attendance and/or RSVP is required, and any further details regarding attendance to the event.