New York University School of Law

O F F I C E O F T H E V I C E D E A N

Poster & E-Sign Information and Policy

Flyers
Flyers are one of the easiest ways to promote an event, and only need to be approved if you plan to post on the Vice Dean's bulletin board (Furman Hall, 1st Floor). Flyers must be stapled or pinned to a bulletin board and cannot be taped to other surfaces including walls, doors, windows or bathrooms.

Posters
Many student groups publicize their events with posters. Posters to be displayed in the lobbies of Vanderbilt or Furman Halls must adhere to the following guidelines:

- The advertised event must be posted on the law school calendar
- Vertical orientation only
- Flat-mounted to foam board or gator foam (at least 1/4" thick)
- Draft of poster must be approved by Student Affairs prior to printing
- No smaller than 11" x 17"
- No larger than 24" x 36"
- Must be displayed on lobby poster ledges*
- Must have a Stamp of Approval from the Vice Dean's office prior to posting (FH 474)

Office of Student Affairs (FH 474) can supply you with two 20x30" foam core boards. Once your poster is approved contact Duplicating Services at (212) 998-6049 located in Vanderbilt Hall basement. You will be asked to email them the PDF for printing and to bring your foam boards for mounting the poster. They will likely need 2-3 days to finish the poster. Once you have your 2 posters, return to Furman Hall, Room 474 for the Vice Dean's Office Approval Stamp (from Kate or Jonathan). When stamped, you may place them on the brass ledges in VH and FH lobbies.
*Posters may be displayed on easels to direct event attendees on the day of your event. Easels can be requested and added to your event sheet when you organize the logistics of your event with Sue Anderson in Student Affairs.

E-Signs
Your events can also be publicized on the monitors in Vanderbilt Hall and Furman Hall. E-signs for student group events are handled by Jonathan Biondi. To ensure there is enough time to create your slide and incorporate it into the queue, you must submit the following information by email to jonathan.biondi@nyu.edu **at least two weeks before your scheduled event**.

- Sponsoring group name
- Date, Time and Location
- Title
- Brief description of event (speaker name if applicable)
- Contact information

Your event must be listed on the law school calendar before a slide can be created. Typically slides are added to the queue seven days before the event.

Which events can be publicized with lobby posters and/or e-signs?
Posters and e-sings are for substantial events (e.g. lectures, panels etc.) and are not used for events like deadlines or planning meetings. If you're not sure if an event qualifies, please contact us.

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