

# Yale School of the Environment

## Poster and Decorations Policy

2023-2024

This policy is intended to supplement the [University Postering and Chalking Policy](#) with supplements specific to the Yale School of the Environment (YSE). Posters inside Yale School of the Environment buildings must be confined to the designated areas listed in the appendix. Posters may be printed and posted in designated areas, indicated below by official Yale School of Environment student organizations, departments, centers, and administrators for programs benefitting the YSE community. Signage may be posted by the Dean's office if it is related to safety and security at YSE outside of this policy.

### Location considerations

1. Event posters can remain up for two weeks and will be removed 24 hours after the event.
2. Longer-term signage (maximum one semester) may be considered. Please email [events.yse@yale.edu](mailto:events.yse@yale.edu) with questions.
3. Organizations that are not affiliated with Yale must obtain YSE's permission before advertising in our buildings. All unauthorized posters will otherwise be removed.
4. Posters or notices can be displayed on personal office doors. Note: Offices in Kroon Hall are equipped with slots below office nameplates to hang notices without needing to affix anything to the wall.
5. To post in a particular Yale building outside of YSE, follow the University Postering and Chalking Policy and applicable poster policy of that institution/organization.

### Material considerations

1. Please consider alternative strategies for outreach that do not require printing to reduce unnecessary paper use and printing costs and environmental impacts.
2. Always make an effort to print on 100% PC recycled paper, ideally FSC certified.
3. YSE Can provide a limited number of easels for day-of event signage. Please contact [joan.mcdonald@yale.edu](mailto:joan.mcdonald@yale.edu) with questions about easels.
4. Event organizers are responsible for printing and placing the signs.

### Decorations and other signage considerations

1. Decorations or installations for one-time or ongoing events such as TGIF, cultural events, and celebrations must be pre-authorized if they require considerations outside of this policy.
2. Decorations must be removed within 24 hours of the event including any tape or adhesive residue.
3. No branches, leaves, confetti, balloons, or glitter is allowable for decorations.
4. Please consider the sustainability of your decorations and reuse or repurpose items when able.
5. No permanent signs may be displayed in and around any YSE building without prior approval from the Dean's Office.
6. Signage affixed to Kroon Hall walls outside of offices (on wooden walls) is not permitted.
7. All events should be added to YSE's Yale Connect and will appear on the daily calendar.
8. For questions regarding art and displays, please contact the YSE Art Committee Chair [lori.lombardo@yale.edu](mailto:lori.lombardo@yale.edu)

## Accessibility and design considerations

A [One-Off Poster Template](#) is available for your ease of use.

1. Font size: recommended size for headings is 72pt or greater; recommended size for body text is 36pt.
2. Font type: Sans-serif fonts (i.e., Arial or Verdana) are recommended over serif fonts for greater legibility.
3. Color: Use simple color schemes with high contrast whenever possible (i.e., dark words on white background; use red sparingly) to increase readability
4. Consider using a QR code or URL to link to additional information.
5. Post items with more text lower on the board to increase accessibility.

Violation of these regulations may result in loss of official recognition for groups or organizations, and consequently loss of funding opportunities. Students, departments or organizations may also be charged for the costs of removing improperly posted materials and repairing any damaged property.

Questions regarding this policy can be sent to [events.yse@yale.edu](mailto:events.yse@yale.edu)

## APPENDIX

Bulletin board locations open for broad YSE use for events and announcements

Please note: Bulletin boards designated for specific YSE departments (as labeled) in other areas of the school are not for community use and can be used as needed by those units.

### Kroon Hall

Ground Flr G-01 bulletin board

1st Flr Wexler Plaza hallway bulletin boards 3rd Flr Kitchenette bulletin board

### Sage Hall

1st Flr Back hallway bulletin board

1st Flr Under stairs bulletin board

### 380 Edwards St.

1st Flr Hallway bulletin board

### Greeley

1st Flr Kitchen bulletin boards