Publicity Policy

1. Email:
   a. Advertisements and notices can be sent to spies@mit.edu.
   b. A short description of the event can be sent to sp-secretary@mit.edu to be included in sp-anno, an announcement list that is sent out every Monday.

2. SPTV:
   a. Send an ad in PowerPoint format to sp-sptv-chair@mit.edu to be put up on SPTV. Allow 36 hours for processing. If possible, please try to use common, easy-to-read fonts (i.e. Arial, Times New Roman, Impact). For legibility, font sizes of 24pt and above are recommended. Please be aware that slides might be edited in order to improve legibility.
   b. The following groups have automatic permission to place advertisements on SPTV:
      i. Sidney-Pacific House Council
      ii. Graduate Student Council Executive Committee
   c. Any other group can submit their advertisement to the editorial board for consideration. Special consideration will be given to events where a significant percentage of S-P residents could be expected to be interested in attending.
   d. Commercial businesses or events which will generate profit must apply for SPTV time through our business office. Our SPTV group will be able to help put together an effective advertisement if needed.

3. Postering:
   a. S-P residents may hang posters in the designed areas on the six bulletin boards in the building. The bulletin boards are located in two elevators in the blue wing, two elevators in the purple wing, across from the mailboxes and outside the Computer Resource Center.
   b. Non S-P residents may leave 6 posters at the front desk, and they will be hung within 48 hours.
   c. Posters can be sent to sp-publicity-chair@mit.edu for printing and posting.
   d. One poster per event per board.
   e. Nothing bigger then 8.5” x 11” may be hung on the bulletin boards without special permission.
   f. Since advertising space is limited, posters will remain on the boards for one week before they are taken down. Each poster is required to bear the date on which it was posted.
   g. Advertising in the building is not permitted anywhere but on the bulletin boards. This is to protect the walls and glass surfaces, and to not create extra work for the janitorial staff. If an event needs to be advertized to each and every resident, please use the residents’ mailboxes. Residents are allowed to decorate their own door, white-board, and areas inside the apartment with advertising and/or non-advertising items, in accordance with MIT, Housing, Fire Safety and other applicable policies.
   h. Posters that do not observe these guidelines will be immediately removed.

Thank you for your cooperation. Comments and suggestions can be sent to the Sidney-Pacific Publicity at sp-publicity-chair@mit.edu.

S-P Publicity Committee