



Poster Standing Order

1. All posters to be put up at the SMU Concourse must bear **the SMUSA stamp and an expiry date**. Students are **not allowed** to place posters within school building.
2. In order to place posters in these buildings, an approval and official stamp is required from the individual school general offices at Level 4/5.
 - a. All posters must be sent to the SMUSA Honorary General Secretary (HGS) for approval at secretary@sa.smu.edu.sg to ensure that no obscene or offensive language and pictures are used/
 - b. Once the posters are approved, please submit the Poster Applications Form to the SMUSA HGS or SMUSA Deputy HGS in person or via email at secretary@sa.smu.edu.sg.
3. Posters can only be put up at notice boards & pillars with **metal clips**.
4. With regard to notice boards, please use only thumbtacks to secure the posters.
5. With regards to pillars without metal clips, please use only string to tie the posters around the pillars. **Do not** use blue tack.
6. Miscellaneous posters not belonging to any specific student club/body in SMU are restricted to the general notice boards.
7. Violation of the above guidelines will **automatically** result in the club getting banned from putting up posters. The strike system is as follows:

Strike	Penalty	Duration
1	Ban	2 weeks
2	Ban	1 to 3 months (Incremental)

Queries

1. If there are any queries or disputes over the Standing Order, you may contact the SMUSA HGS at secretary@sa.smu.edu.sg or the SMUSA Deputy HGS at a.secretary@sa.smu.edu.sg.