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TO: DEAN, COLLEGE OF ARTS AND LETTERS
FROM: THE OFFICE OF THE SECRETARY GENERAL
SUBJECT: POLICY GUIDELINES ON SIZES OF POSTERS
OF POSTERS AND STREAMERS
DATE: 2 MAY 2019

The University Boarding Boards are required to refer all Office of the Secretary General (OSG) and to optimize the available space of the buildings, and the following policy guidelines are hereby issued for compliance:

Policy Guidelines on Posters and Streamers

1. The concerned unit office must prepare the posters in accordance to the guidelines stipulated in the Visual Identity Manual.
2. A printed copy of the prepared design of the posters and streamers must be attached to the OSG Application Form for Posters and Streamers and be submitted to the OSG three (3) working days prior to the deadline period as indicated in the Application Form.
3. The design must be approved by the concerned Boarding Board prior to printing.
4. The printed copies of the posters and streamers must be signed by the signature pin of the concerned Boarding Board and submitted to the OSG boards within the deadline period.

Policy Guidelines on Sizes of Posters

1. Posters that are requested for posting in the University Boarding Boards must be in compliance with the following sizes:

Poster Size	Notes (Exempt)
18" x 24"	Major University-wide events (e.g. Opening of the Academic Year, Feast of St. Dominic de Guzman, Feast of St. Thomas Aquinas, Graduation Exercises, Baccalaureate Mass, etc.) Schedule)
11.69" x 16.53" (A3)	Other University-wide events (e.g. Exits, Career Fair, Awards, etc.) promotional material)
	<ul style="list-style-type: none"> Faculty/College/School/Institute or Department-based events with nationally or internationally acclaimed invited guests
8.5" x 11" (letter)	Faculty/College/School/Institute-based University-wide student organization college fair, etc.)

2. Other posters may be prepared upon request by the Office of the Secretary, provided that the size does not exceed the 11.69" x 16.53" (A3) poster size.

Policy Guidelines on Management of Bulletin

1. Posters on bulletin boards are expected to be updated regularly by assigned custodians, following guidelines on posting.
2. The Office of the Faculty Secretary, Academic Grades and Other Services, while the academic unit and department offices are responsible for updating the posters on bulletin boards.
3. All posters on the University Bulletin Board must be signed by the signature of the Faculty Secretary or Academic Grades and Other Services Office.

The Office of the Faculty Secretary, Academic Grades and Other Services



Secretary General