

Yale Law School Poster Policy

Consistent with the aims of the [University poster policy](#), the YLS poster policy is intended to promote the exchange of information and ideas within the YLS community. Posters inside Yale Law School's Sterling Law Building must be confined to the designated areas listed below. With the exception of "The Wall" location and certain second floor mailroom boards, posters can advertise only YLS events and job opportunities. Posters may not exceed 11 by 17 inches and must adhere to the specifications set forth below. Posters improperly placed in other locations or that otherwise do not comply with this policy will be removed.

DESIGNATED POSTER LOCATIONS:

1. YLS bulletin boards in the Sterling Law Building first floor main hallway and near the Dining Hall that are marked for YLS events and job announcements only.
2. The Grove Street "This Week at Yale Law School" events display (single event posters only).
3. The second floor mailroom area (YLS events and job announcements). Separate boards in this area are marked for housing announcements and events outside YLS.
4. The Wall, located in the Sterling Law Building's main hallway across from the elevators, is for posts other than events and job announcements.

EVENT POSTER SPECIFICATIONS

Event posters may be printed only by officially recognized Law School student organizations, journals, and Law School departments, centers, and administrators for programs benefiting the Law School community. A maximum of one poster per bulletin board may be used for an event. Event posters can remain up for two weeks and will be removed 24 hours after the event by authorized staff. Posters advertising workshop schedules for the entire semester can be left up until the last event ends. All events should also be added to the [YLS website calendar](#).

All Event Posters **must** contain the following information:

- Title of event
- Names of guest speakers, if applicable
- Date, time, and location of event
- Name of YLS sponsoring organization(s)
- Telephone number or email address for more information
- Contact information for requesting accessibility accommodation
- Name of person putting up the poster and date clearly printed on the FRONT side

Recommendations for accessibility:

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

POSTERS FOR NON-LAW SCHOOL EVENTS

Posters advertising non-Law School events must be approved by publicaffairs.law@yale.edu and be placed on the second floor mailroom bulletin board labeled "Events Outside YLS." Only one poster per event is permitted. They should include the same information as YLS event posters. Materials posted by any unofficial or external groups, corporations, organizations, or individuals will not be approved and will be removed.

RULES FOR THE WALL:

- All Wall posts must include the name of the person putting up the poster and the date clearly printed on the front. If the statement is made on behalf of a group or a board, all individuals supporting the statement must include their names. You may not post on behalf of someone else.
- Wall posts can only be made by a member of the YLS community.
- Wall posts are limited to one per person per day and cannot exceed 11 by 17 inches.
- Wall posts are removed after 7 days. If Wall posts exceed space capacity, YLS administrators may adjust the postings' length of stay.
- YLS event posters and job announcements should be posted on marked bulletin boards, not on The Wall.
- Wall posts will not be permitted during summer and winter break.
- Please use masking tape only

YLS JOB ANNOUNCEMENTS:

- No more than one copy of a job announcement per bulletin board is permitted.
- Job announcements may remain up for one month.
- All job announcements should be added to the [Student Position Site](#).
- No outside job announcements are permitted.

ADDITIONAL GUIDELINES:

- Posters may not include content that is harassing, threatening, or that violates law or Yale policy.
- If any poster blocks or covers existing posters, it will be removed by authorized staff.
- Commercial postings or postings that violate the University's [Guidelines for Students on Political Campaign Activity](#) are not permitted.
- No posters, flags, or banners of any kind may be placed on other campus spaces (for example, on the exterior of any buildings, campus gates, or walls).
- Bulletin boards designated for specific YLS departments in other areas of the School are not for community use.
- Posters are not permitted in Baker Hall with the exception of bulletin boards reserved for residents that Graduate Housing maintains.
- Posters may be affixed with masking tape only when placed on the designated stone wall locations. Bulletin board postings should use provided pins. Masking tape is available at the security desk, Building Services, and the Office of Student Affairs during business hours.
- YLS follows the [University policy on chalking](#).
- If you require assistance viewing or posting, please contact osa@yale.edu.

VIOLATION OF RULES

Violation of these regulations may result in an organization's loss of official recognition and consequent loss of funding opportunities. Violations may also subject individuals to discipline under other University or School regulations. Students or organizations may also be charged for the costs of removing improperly posted materials and repairing any damaged property. Authorized staff typically remove all posters from bulletin boards and other designated spaces according to the above timelines. Staff also may remove posters that do not comply with this policy; no one else (other than the person who posted the poster) may remove, deface, obscure, or destroy existing posters.

*If posting in Yale University spaces, please refer to the [Yale University poster policy](#).