

GUIDE FOR RUSU CLUBS PROMO MATERIAL 2019

rusu.clubs@rmit.edu.au

- 1. If you'd like the Clubs Department to print your Club's A4 and/or A3 posters/flyers etc.,** make sure they have the RUSU Affiliate logo on them), are for legitimate RUSU Club activities & send in a ready to print format at least two (2) working days before you need them. The earlier the better. 200 sheets at a time is the maximum printing available.
- 2. RUSU Affiliated Clubs promotional material includes** (but is not limited to) posters, fliers, cards, Facebook, web pages, stickers, badges, paid advertising or free promotions in print media, on radio or TV.
- 3. For help designing your Club promotional material, see the "Requesting RUSU Club event promo help" doc on the Clubs Resources page of our web site** (requests must be made at least 4 weeks in advance of your event) <https://rusu.rmit.edu.au/club-resources>
- 4. Ensure all Club promotional material clearly identifies it is for a RMIT RUSU Club the event or activity.** For example, do not use "The Yoyo Club presents..." Instead, the promotional material must show: "The RMIT Yoyo Club presents..." Where this does not happen, the event/activity will not be considered a RUSU Affiliated Club activity/event.
- 5. Include the RUSU Affiliate logo on all RUSU Affiliated Club promotional material.** Where this is prohibited due to cost (for example, club promotional clothing printed), the omission of the logo must be approved by the RUSU C&S Department. The logo can be found in the Clubs Affiliate Logo Zip file at the bottom of the RUSU website Clubs Resources Page.
- 6. Only use the RUSU affiliate logo on promotional material for a RUSU Affiliate club or club event/activity.**
- 7. Don't use sticky tape or any other type of tape** to post hard copy promotional material on any painted RMIT campus walls, ceilings or doors– tape can damage paint and is difficult to & your club might have to pay repair/cleaning costs).
- 8. Do not post hard copy promotional material on any glass feature** on any RMIT campus (windows or doors). Posters on glass doors creates a safety risk & sticky tape can be hard to clean off (& your club might have to pay repair/cleaning costs)
9. If you want to use a notice board or display resource that is clearly identified as "belonging" to or managed by someone or a Department or area of RMIT please **get permission to do so.**
- 10. RMIT Building 80 is a "No poster zone"** – get creative with white board markers and the dozens of whiteboards around the building instead!
- 11. To use other RUSU notice boards,** please ask at the local RUSU Office or contact your Clubs Officer. Unapproved materials might get removed.
- 12. Do not post RUSU Affiliated Club promotional material around the City streets except on notice boards and poster bollards clearly identified as being for use by the general-public.** Posting material on light poles, building walls etc. is considered littering & may result in your club, Club Executive or others in your Club having to pay \$ fines to the City.
- 13. Have respect for other users #1** – please do not cover other RMIT Club, RUSU Departments or RMIT material if it is clear the material is still relevant (i.e. the event hasn't happened etc.). Rearrange the posters if needed.
- 14. Have respect for other users #2** – please don't steal other people's pins, blu tack etc. Bring your own!
- 15. If there is any conflict or concerns** about people on campus taking down in-date RUSU Club activity posters or covering over your club posters, please contact your RUSU Clubs Officer for advice – don't engage in arguments or other conflict with the protagonists. Just get identifying details (date, time, location, info about the person/s involved & the club/s involved & the promo material involved – take photos) then contact RUSU Clubs. Stay safe.