• An event may not be advertised off campus until Student Leadership & Development approves the Activity Planner.

• Student Leadership & Development must approve a draft of all advertising prior to printing, distributing or posting on a web site.

• Advertising must include your organization’s name, the name of the event, date, time and on-campus contact number or email address. If the University name is used in your organization name then your organization name must be followed by “at LMU.” For example, “The Biology Student Organization at LMU” is acceptable. “LMU Biology Student Organization” or “LMU’s Biology Student Organization” is not acceptable.

• Use of the University’s name and official logos is limited to organizations only. Organizations must seek approval from the appropriate University official to use trademarked logos.

• Use of the trademarked Athletic insignia is only permitted with the written permission of the Athletic Department.

• Organizations are prohibited from distributing materials off-campus that promote or appear to endorse activities or issues that are incompatible with the University’s mission and goals. This includes, but is not limited to, a lack of sensitivity to groups or individuals, promotion of or allusion to consumption of drugs, alcohol and unapproved off-campus events such as parties or travel events.

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