

OP. 3 Advertising(Posters) at The Works

PURPOSE

This policy deals with the placement of posters that external organizations wish to have posted at The Works.

SCOPE

This policy applies to advertisements and posters not generated by or for The Works intended to be posted at The Works.

POLICY STATEMENT

- I. All requests to post notices or posters in the facilities require authorization by the Coordinator of Information Services.
- II. The Coordinator of Information Services will initial all authorized postings. Unauthorized postings at The Works will be removed.
- III. Postings will be appropriate for The Works' customers/members, considering all age groups.
- IV. The Coordinator will post the notices so as not to interfere with The Works' internal postings.
- V. Postings will be posted not longer than one (1) week prior to the event and will be removed by the Coordinator of Information Services directly following the event.

AUTHORITY

The Coordinator of Information Services is responsible to the Director/General Manager for the administration of this policy and will ensure information is portrayed to customers in an organized and tidy manner.

RESPONSIBILITY

The Coordinator of Information Services is responsible for regularly monitoring the facilities and removing any unauthorized postings. Division Managers are responsible for monitoring the facilities to ensure adherence to this policy.