

HOUSING AND RESIDENCE LIFE

ADVERTISING POLICIES AND PROCEDURES

Updated January 2024

Thank you for your interest in advertising within Kennesaw State University's on-campus housing. To share information in our residence halls, campus departments and student organizations must receive approval from the Campus Services Marketing Department. This involves completing the [Housing and Residence Life Advertisement Request Form](#). Please remember that distributing materials like flyers, posters, banners, brochures, handbills, sidewalk chalk, etc., in the residential areas requires prior authorization.

While off-campus businesses and organizations are generally not permitted to advertise on campus, there are exceptions for annual university-wide events, including Move-In.

It's important to note that outside department advertisements are rarely approved, unless the events are happening on both campuses or are connected to significant university initiatives like Homecoming or Weeks of Welcome. This ensures that the advertisements in our halls remain relevant to residents on both campuses and are aligned with our mission and time-sensitive goals.

The approval process takes 2-3 business days. Once approved, kindly allow an additional week for our team to display your advertisements. If you'd like us to share your story posts on social media, please tag us in them ([@HousingKSU](#)). We no longer offer to promote events on social outside of Housing and Residence Life. For any inquiries, feel free to contact CampusServicesMktg@kennesaw.edu.

Once your posting is approved, please provide the designated number of **professionally printed** flyers (as indicated on page 2) to:

Christina Gagne, Housing Marketing Specialist
Campus Services
3205 Campus Loop Rd NW
MD 5700
Kennesaw, GA 30144

Flyers should be pre-counted and subdivided by hub as noted on the next page prior to being brought to our offices for maximum efficiency in posting.

DISTRIBUTION TO:	NUMBER OF FLYERS
North Hub Kennesaw Campus	59 (15 of these must be 8.5x11)
South Hub Kennesaw Campus	50
Total Kennesaw	109 (15 of these must be 8.5x11)
Marietta Campus	54
Total Marietta	54
Total for Both Campuses	163 (15 of these must be 8.5x11)

North Hub Residence Halls
University Village Suites, University Village and KSU Place

South Hub Residence Halls
Austin Residence Complex and The Summit

Marietta Campus Residence Halls
Hornet Village, Howell Hall, University Courtyard, University Columns and
University Columns