



Notes for Posting Poster in PGH Notice Boards

Posting Application

1. For every notices/posters posting in PGH notice boards, it is a must to be approved by related department. Approved notices/posters should be stamped from the department, student organization AND SRS PGH office.
2. Requests must be made at least 1 working day in advance of desired date for posting.
3. All notices/posters need to be dropped off in person at the SRS PGH office for posting application; materials will be reviewed and then distributed to PGH Management office staff members to hand appropriately with at least 1 working day.
4. Any expired or violated notices/posters would be removed and discarded immediately by PGH Management Company accordingly.

Notice/Posters Content

5. On-campus events and activities only.
6. Notice/posters contents must be in English and can be supplemented with at least one other language eg. Chinese / Portuguese etc., except posters provided by the Macao SAR Government.
7. Pornographic, violent and commercial nature notices/posters are strictly prohibited.
8. Please indicate the removal date clearly on the lower right hand corner of the notices/ posters, the removal date should be the day after the event is over.

Posting Duration

9. Allow maximum 14 days for the notices/posters to be posted.

Size

10. Notices/posters shall not exceed a maximum size of A3 paper.

Posting Location

11. Notices/posters are only allowed to be put on specific notice boards, which are located in S2, S3 and S4 G/F main entrance. Posting notice/posters on anything other than designated boards are strictly prohibited.
12. There is a limit of one posting per event and or advertisement per board (different postings for the same event will not be allowed).

Others

13. SRS can revise these notes at any time and the revision shall come into force upon announcement.

This Posting Notes are fluid and may be subject to revisions. Therefore, please contact the SRS PGH Student Housing if you have any questions or if the notes do not address your needs.