

# Elevator Posting Guidelines

Help us to maintain the elevator postings by following these guidelines.



## Please Do:

- Feel free to post your flyer in the sign holders for a maximum of 2 weeks (14 days). **Please print a date range of when you would like your flyer to be left in the sign holders.**
- Post your flyer in the designated “MH Community Use” sign holders.
- Try to take down your posting after the event date or 2 week limit has passed, whichever is sooner.
- Also contact [digital.signage@ucsf.edu](mailto:digital.signage@ucsf.edu) to post a digital version of your flyer on the displays in the lobby.

## Please Do Not:

- Do not post on the elevator walls with tape. Even the best tape damages the walls and/or leaves a residue.
- Do not post in the “Facilities” sign holders. These are for building operations and facilities use.
- Do not post for longer than 2 weeks. Flyers without date ranges printed on them may be taken down.