

GUIDELINES FOR

BLOOD-DRIVE EVENTS



BUSCH STUDENT CENTER - Saint Louis University

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The loading dock is for the use of all vendors each day. Priority is not given to a blood drive that may have to load or unload. Each user of the loading dock must wait their turn therefore, make sure that your agency has plenty of time built into their arrival and set up time in case it is a busy day.

All postings must be approved by the Student Involvement Center and the appropriate posting guidelines adhered to even for directional signs and flyers that are being distributed throughout the building.

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Signs are not to be taped to interior or exterior walls and doors.

Stacks of flyers are not to be placed on tables throughout the BSC.

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There are 5 directional sign holders that can be reserved through Events Services when you book your blood drive space to ensure that you are able to hang directional signs within the guidelines of the posting policies.

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Table tents must be approved by SIC and may be placed on tables in the hallways of the BSC.

All inappropriately hung signs or flyers placed on tables will be disposed of immediately.

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