

Campus Center Posting Policy

- Recognized student organizations and campus departments may post in the campus center.
- Posters must include the name of the group/department sponsoring the event, as well as relevant details (date/time/place) for events.
- Each organization is allowed up to 10 standard sized posters (no larger than 11"x17") however our office will take one for our records, so please bring 11. Each poster **MUST** be stamped by a Campus Center Info Desk employee.
- Additionally you may post up to two large format posters, they must be stamped as well.
- Only post on designated bulletin boards and windows, refrain from posting on boards labeled "Off Campus Events"

Residential Life Posting Policy

- Recognized student organizations and campus departments may have their posters put up in the Residence Halls.
- Posters must include the name of the group/department sponsoring the event, as well as relevant details (date/time/place) for events.
- All posters must be approved and posted by Residential Life staff. To have posters put up in the Residence Halls, go to the Office of Residential Life and drop posters off with their staff. They will post up to 68 posters (to cover all common areas and floors/sections in buildings).

General Signage/Poster Policy for Academic Buildings

- One poster (no larger than 11" x 17") per event per bulletin board/designated space.
- Posters should include the name of the group/department sponsoring the event.
- Approval stamps are not required.
- Posters will be removed after the event has occurred or after a reasonable time has passed. (Bulletin boards are checked regularly by student office workers.
- ***It is not necessary to contact the Administrative Assistant per building per posting, they are only listed in the case of special circumstances.***

Specific instruction for postings in each academic building listed below:

Beck Hall

(Jane Chouanard, and/or Nicole Goebel)

- Bulletin boards only please.

Confer-Vickner Halls

(Jenny Tollefson or Receptionist)

- Posters and flyers (**8½" x 11" only**) may be hung on the three large bulletin boards located on the first floor. These boards are in the north and main entries (between the glass doors) and on the far south end across from Confer 128. On second floor, posters and flyers may be hung on the second floor entry bulletin board above the couch for a total of 4 bulletin boards.
- Posters/flyers are not allowed on walls, doors, or windows.

(However, additional posters of events sponsored by the Departments of English, Modern Languages Literatures and Cultures, or Scandinavian Studies will be posted in other spots.)

Interpretive Center

(Shirley Mellema)

Library

(Jeannie Peterson)

- All signs/flyers are to be posted in the library's foyer on the brick wall to the right of the library's entrance doors.

Lund Center

(Barb Rodning)

Mattson Hall

(Sara Sletten and/or Lisa Koppelman)

Nobel Hall

(Judy Helmeke)

- Posters and flyers may be hung on the four large bulletin boards located in the North, South and two East entrances of the building.
- Posters/flyers are not allowed on walls, doors, windows, nor bathroom stalls in Nobel Hall.
(However, under special circumstances, special permission may be given by one of the Administrative Assistants and masking tape must be used.)

Old Main

(Janine Genelin)

- Posters and flyers may be hung on the three bulletin boards. Two are located in the stairwells with the third in the basement.
- Posters/flyers are not allowed on walls, windows, nor bathroom stalls.

Olin Hall

(Stacie Miller and/or Teri Bauman)

- Posters and flyers may be hung on the first floor bulletin board, or on the stairwell doors of first, second and third floors.
- Posters and flyers are not allowed on walls, glass or bathroom stalls.

Schaefer Fine Arts Center

(Kristi Borowy)

Schaefer Fine Arts Center – Art Building

(Colleen Hanson)