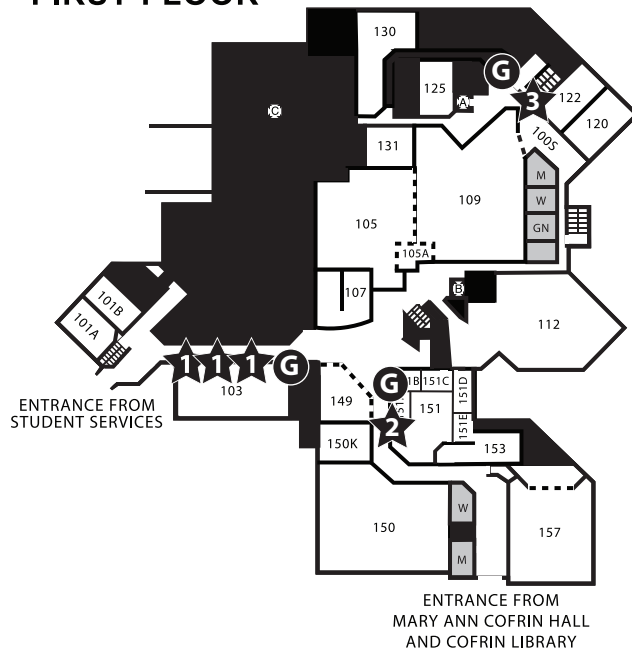


# UW-Green Bay Bulletin Board & Poster Policy for UNIVERSITY SPONSORED EVENTS

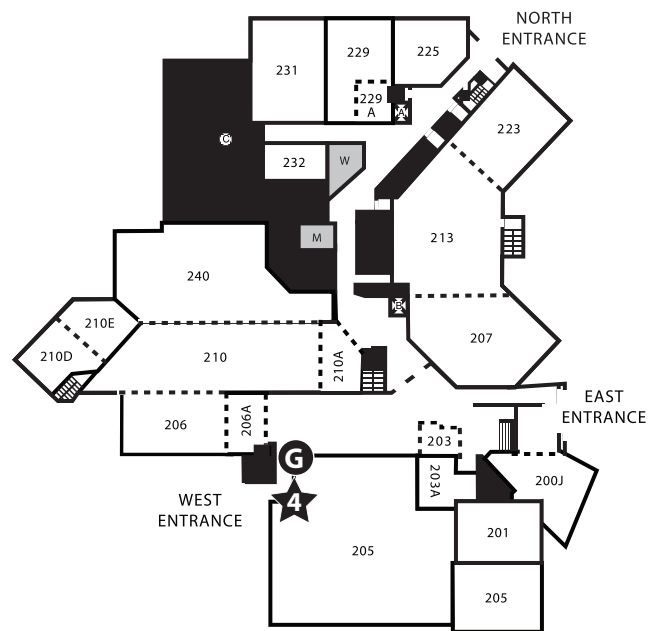
The University Union can accept 4 posters for your University Sponsored event. Please drop off your posters at the University Ticketing & Information Center to be displayed in the University Union. Posters will be displayed 2-3 business days after they are dropped off. Posters will be displayed until either the event date or the end of the semester (if indefinite). Posters must adhere to the University Posting Policy & Guidelines (see reverse for policy).

Your posters will be displayed in the following locations in the University Union:

## FIRST FLOOR



## SECOND FLOOR



**G** Reserved for General Public Postings

### 1st Floor Posting Locations:

**1**

Hallway that leads to Student Services building

**2**

Hallway that leads to the Christie Theatre

**3**

Next to the North Entrance stairwell

### 2nd Floor Posting Location:

**4**

Next to the Bookstore in the West Entrance vestibule

Additional UW-Green Bay posting locations listed on reverse. Please contact the University Ticketing & Information Center with questions about posting in the University Union: (920) 465-2400.

Your University Union



# Additional Posting Locations on Campus

## 1. Instructional Services:

Board near IS1004

## 2. Student Services:

Board in hallway between Student Services and Theatre Hall

## 3. Mary Ann Cofrin Hall:

Board near MAC113

## 4. Wood Hall:

Board near WH102

## 5. Rose Hall:

Board in walkway to Circle Entrance (East & West)

## 6. Theatre Hall:

Walkway between Theatre Hall and Studio Arts

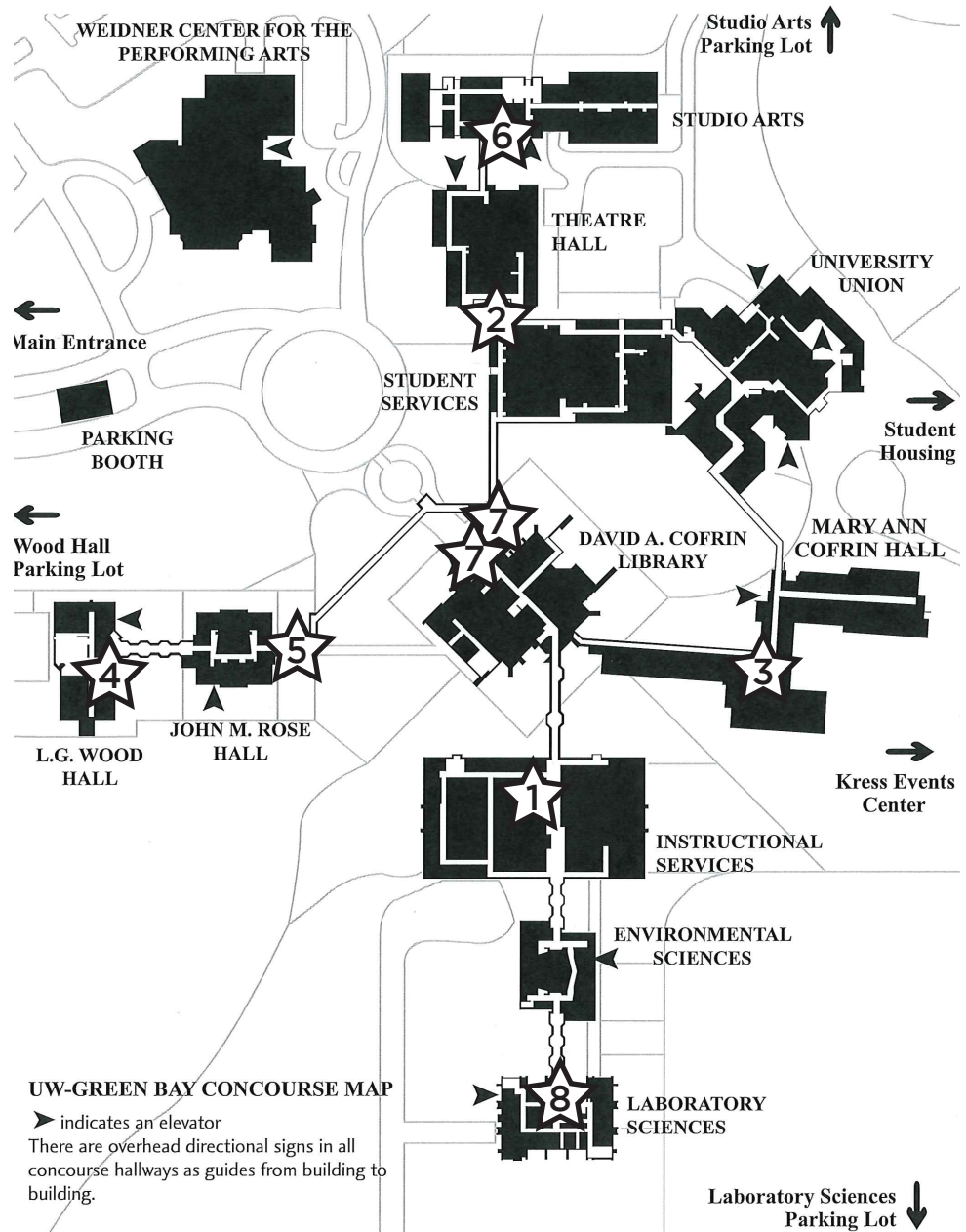
## 7. Cofrin Library:

Walkway between Student Services and Cofrin Library

## 8. Lab Sciences:

Entry from walkway between Environmental Sciences and Lab Sciences

## You Post & Remove Yourself:



### University Posting Policy:

All postings must contain, in clear and conspicuous lettering, the following information:

- The University sponsor of the event
- The date and time of the event
- The name of the event and its purpose
- Location of the event
- Non-University postings will be removed.
- No posting may exceed 11" x 17" with no restrictions on configuration. If larger than 11" x 17," contact University Reservations to reserve a Banner Space.
- Posters must comply with the University Alcohol Policy.
- If a poster topic deals with sensitive topics, such as sexual assault, harassment, self-defense, etc., a copy must be sent to the Dean of Students Office.

\*Do not overlap or cover another poster - yours will be removed.

\*All bulletin boards will be cleared the week following December and May Commencements.

\*All posters that provide general information for the good of the campus community and that do not have an end date must be posted in the section labeled "Indefinite Postings".

Violation of the Campus Posting Policy may result in the immediate removal of the posting and revocation of posting rights at the discretion of the Office of Student Life. Questions about the University Posting Policy? Call 465-2220.