

Poster Locations

You Post & Remove: (9)

- Instructional Services: Board to Right of Entry to IS1004
- Student Services: Board in hallway between Student Services and Theatre Hall
- Mary Ann Cofrin Hall: Board near MAC113
- Wood Hall: Board near WH102
- Rose Hall: Board in walkway to Circle Entrance (East & West)
- Theatre Hall: Walkway between Theatre Hall and Studio Arts
- Cofrin Library: Walkway between Student Services and Cofrin Library (*both sides= 2*)
- Lab Science: Entry from Walkway between Environmental Science and Lab Science

You Drop Off & They Post: (62)

- 3 Kress Events Center Desk
- 53 Community Center of Residence Life
- 4 University Information & Ticketing Center/University Union
- 1 Multi Ethnic Student Affairs (MESA) Front Desk
- 1 Mauthe Center

1-To Keep (Place in org records for reference)

******MAKE 75 POSTERS TOTAL******

To distribute as above, you need 72, but 75 posters are actually cheaper than 72!

Those posted in the Union must have the **Disability Statement** on them. (see below)

- 1) *If the event is sponsored by a student organization and takes place anywhere except Residence Life:*

If you have a disability and would like to discuss accommodations, please contact the Student Engagement Center at 465-2720.

- 2) *If the event is sponsored by a student organization and takes place in Housing:*

If you have a disability and would like to discuss accommodations, please contact Housing and Residential Education at 465-2040.

- 3) *If the event is sponsored by a campus office:*

If you have a disability and would like to discuss accommodations, please contact (THE NAME OF THE CAMPUS OFFICE, with a phone number).

Posting Guidelines:

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

- The University sponsor department or organization 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 Union 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 Commencement.

*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*".

Please note:

UWGB reserves the right to remove any posters we feel violates the campus posting policy.

Violation of the Campus Posting Policy may result in immediate removal of the posting and revocation of posting rights at the discretion of the department or Office of Public Safety.

Questions about posting in Academic Buildings may be directed to the Student Engagement Center at x2720; any other questions regarding the posting policy can be directed to the University Union at x2247.

Reviewed March, 2022