Request for Posting

Name:____________________________________________
Organization/Department_____________________________
Today’s Date:______________________________________
Phone Number/Extension:______________________________________
Description of Material:______________________________
__________________________________________________
Student Life Staff Signature:__________________________

Materials are posted by the Office of Student Life staff every Monday. If the college is closed on a Monday the items will be posted the first proceeding business day.

Please provide the correct number of printed materials, 13 for campus related events and 5 for non-college related business. All materials must be 8.5 inches wide and 11 inches long which is the same size as a standard piece of paper. Please allow at least 2 weeks prior to the scheduled event for ALL postings. Postings will be displayed for a period not to exceed 2 weeks. ALL postings will be removed the Monday following the conclusion of the event or 5 days past the enrollment date of the class.

ALL materials must be brought to the Office of Student Life, Room B 120 for approval. Approved items will display a stamp indicating the date the item will be posted and the date it will be removed.

- Signage which is obscene and/or disruptive to the education and/or business functions of the college will not be permitted
- Approved signage may be posted in designated areas only
- Signage may not be posted on painted walls, wood surfaces, glass or the exterior of college facilities
- Material that has not been preapproved by the Dean of Student Services will be removed by the Office of Student Life

Campus Event Board Locations:
-Student Center Cafeteria (B Building)
-Science Building (D Building) near Room D 106
-Liberal Arts Building (Building E) near Room 218
-Business Building 2-(Building F) near Room 107 and Room 111
-Health Building (Building G) near Room 120
-Technology Building (Building H) near Room 105
-Fine Arts Building (J Building) near Room 107 and near main entrance
-Advanced Technology Building (M Building) near Room 134
-Robert Collins Center (Building R) near Fitness Center
-Industrial Careers Building (Building T) near vending machines.

Community Board Locations:
-Student Center Cafeteria
-Liberal Arts Building (E Building) near Room 202
-Advanced Technology Building (Building M) near Room 134
-Robert Collins Center (R Building) near Room 123
-Fine Arts Building (J Building) near Room 214