

Posting Information

Thank you for choosing to post your advertisement on campus. Here is a brief run down of the University Posting Policy, where you can post and repercussions of unauthorized posting.

- Each poster must clearly state the sponsoring organization, club, or department. (i.e Sponsored by Wildcat Tickets)
- All posters must be stamped and approved by the Information Center. It cannot be copied, and all stamps must be original.
- In academic space you can post up to one month on approved bulletin boards, which are listed below.
- The number of boards in each building is listed below; in total there are about 70 boards not including Residence Halls

BULLETIN BOARD LIST (updated 5/2/2014)		
BUILDINGS	FLOOR	DESCRIPTION
Black	1 st and 2 nd (2)	1 st -next to rm. 141 2 nd -next to rm. 227
Bouillon	1 st and 2 nd Floors (3)	1 st -next to rm. 124, outside ITS Helpdesk rm. 112 2 nd -across from rm. 210, by rm. 202.
Dean	1 st and Stairwells (8)	1 st -Next to rm. 105, across from rm. 104, stairwell entrances-east & west floors 1-3
Hebeler	1 st and 2 nd Floors (5)	1 st -Next to rm. 121, next to rm. 116, between 107/108, next to rm. 111 2 nd -head of stairs at east end.
Hertz	1 st Floor (1)	South hallway by University Writing Center
Hogue	1 st and 2 nd Floors (5)	Back hallways, on wall opposite of lockers on both the 1 st and 2 nd floor; may post on any of those boards except for pre-designated
Farrell	1 st and 2 nd Floors (5)	1 st Floor main lobby, Between 2 nd & 3 rd floor, 2 nd floor lobby
L & L	1 st Floor (4)	North and South entrances, column and edge of stairs
Library	1 st Floor (1)	1 st lobby, next to the Totem Pole
Lind	1 st Floor (4)	West entrance by rms. 104 & 105, East entrance by rm. 116
McConnell	1 st Floor (1)	Across from rm. 107
Michaelsen	1 st Floor (2)	Large board in foyer, between rms. 106/108
Music	Between 1 st and 2 nd (1)	In the stairwell between the 1 st and 2 nd floors
Psychology	1 st Floor (2)	South entrance
Randall	1 st Floor (1)	Northwest entrance
Shaw-Smyser	1 st and 2 nd Floors (7)	May post on any board except for pre-designated
Science	1 st Floor Only (11)	May post on any board except for pre-designated and may not post below door signs with room numbers

- If you would like posters hung in the SURC you will leave them with the Information Center staff and we will post them for you.
 - 4 for Events (2 on event boards, 1 for our files and 1 for AUAP)
 - 3 for Club Meetings & Announcements (1 on club board, 1 for our files and 1 for AUAP)
 - 3 for Academic Classes & Announcements (1 on academic board, 1 for our files and 1 for AUAP)
- If you would like your posters hung in the Residence Halls they must be stamped at the Information Center and dropped off at the Residence Life Office in Barto Hall. They will get them to the Residence Halls (70).
- It is prohibited to post on any unapproved locations; car windshields, tables, or windows. They will be removed and discarded.

University Grounds:

The only posting permitted on university grounds is the use of the staked posters. No more than twenty (20) back-to-back stake posters shall be in grassy areas on the CWU campus. These stake posters are subject to the same rules affecting university bulletin boards. Stakes must be no longer than four (4) feet with a visible three (3) feet height restricting. There can be no more than (3) stakes around the Student Union and Recreation Center, and no more than (6) on the Walnut/Chestnut Mall.

Failure to comply with the above guidelines may result in the loss of posting privileges.

Questions? Please contact the Information Center Staff.