



## Enclosed Board Posting Request Form

The Student Union has five enclosed posting boards that are available for advertising programs of on-campus groups on a quarterly basis. Groups that wish to utilize an enclosed posting board for the quarter must complete this Enclosed Board Request Form. Enclosed Board Requests can be picked up at the Student Union Operations office or online at <http://www.cwu.edu/student-union/forms>.

### ***Enclosed Board Posting Policy:***

To reserve an enclosed board groups must use this form to present their content to the Student Union Advisory Board for approval. Additionally, groups will have to prove how the board will be maintained and how it will remain a creative area throughout the quarter of use.

Groups may request boards for the current quarter and one quarter out, but each quarter will require a separate request form. Request forms must be submitted at least two weeks before the end of the quarter for consideration during the following quarter. **Only one board will be assigned to each group.**

Before submitting a request, visit the Student Union Operations Scheduling Center (SURC146) to place a hold on an available board.

*All postings & displays within the Student Union must be approved and stamped by Student Union Operations and must be in accordance with the CWU Advertisement Posting Policy.*

### ***Request:***

Name of CWU Organization/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Quarter & Year** of use requested:  Fall 20\_\_  Winter 20\_\_  Spring 20\_\_  Summer 20\_\_

### ***Please answer the following questions:***

What do you plan on displaying? (Please be as detailed as possible.)

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What is your main purpose of having a board/case? (Why is this important to you?)

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How will your information help the student body?

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How will you assure that your board/case is well organized and maintained?

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Are you be willing to decorate your board/case to make it appealing to spectators? (i.e. Using colorful butcher paper, decorations, etc.)

- a. Yes      b. No

If granted approval of board/case; will you change the appearance/information in the case every four (4) weeks? (Approximately three (3) times in a quarter.)

- a. Yes      b. No

<b>BOARD ON HOLD with Scheduling Center (circle ONE):</b> A   B   C   D   E
<b>SCHEDULING CENTER SIGNATURE:</b> _____ <b>DATE:</b> _____

**NOTE:**

- *Upon completion of this form, the Student Union Advisory Board will be contact you to give you a time when you will present your board display options for approval.*
- *Return this completed form to the ASCWU Vice President for Student Life & Facilities (Student Union 236) at least two weeks before the end of the quarter.*

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**Official Use Only:**

Request Received On: \_\_\_\_\_

Display Presentation Date: \_\_\_\_\_

- Approved       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_