Enclosed Board Posting Request

Enclosed Board Posting Policy:

The Student Union has 5 enclosed posting boards that are available for advertising of programs by on campus groups on a quarterly basis. Groups that wish to utilize an enclosed posting board for the quarter must complete an “Enclosed Board Request” at least two weeks before the end of the quarter for consideration during the following quarter. Enclosed Board Requests can be picked up at the Student Union Operations & Scheduling Services office. Groups that attain an enclosed board for the quarter will have 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. All postings & displays within the Student Union must be approved and stamped by the Student Union Operations & Scheduling Services, and must be in line with CWU Advertisement Posting Policy. Groups will have to re-submit board use requests each quarter for consideration.

Request:

Name of CWU Organization/Department: ________________________________________

Contact Person: _____________________________________________________________

Phone: ___________________________ Email: _________________________________

Quarter of use requesting: _____ Fall _____ Winter _____ Spring _____ Summer

Please answer the following questions:

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
How will your information help the student body?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

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

___________________________________________________________________________

Would 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; would you change the appearance/information in the case every four (4) weeks? (Approximately three (3) times in a quarter.)

a. Yes   b. No

- **NOTE:**
  - Upon completion of this form, the Student Union Advisory Board will be in contact 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 ____________________   Date: _______