



## **Enclosed Boards Procedure**

The Student Union has five enclosed posting boards that are available on a quarterly basis to advertise on-campus programs. To use an enclosed board the group must be a university department or registered club/organization.

### **Groups that wish to utilize an enclosed posting board for the quarter must:**

1) reserve a board on 25Live using the location SURCBOARD and event type SC-Displays & Advertisements. Contact the Scheduling Center for assistance, if needed.

-AND-

2) submit their content to the Student Union Advisory Board for approval by completing the Enclosed Board Request Form online at <http://www.cwu.edu/student-union/forms>.

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 upcoming 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 current quarter for the next quarter.

Once the form has been submitted, the Student Union Advisory Board will review it and then email the group with their decision. If approved the group can then obtain the key to their board from the Student Union Operations office in SURC146 (behind the Info Center).

### **Only one board will be assigned to each group.**

#### **NOTE:**

Be prepared to provide this information on the Enclosed Board Request Form.

- Name of CWU Organization/Department
- Contact Person
- Phone
- Email
- Quarter & Year of use
- What do you plan on displaying? (Please be as detailed as possible.)
- 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 will you assure that your board/case is well organized and maintained?
- Are you willing to decorate your board/case to make it appealing to spectators? (i.e. Using colorful butcher paper, decorations, etc.)
- 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
- Please note the board you have on hold with Scheduling Services (A,B,C,D,E)