



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?)
