

POSTER LOCATION HANDOUT

LED Monitors

LED monitors are located across campus to promote campus events and serve the university's needs during a campus emergency situation. Each building or facility that has these LED monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit jpg or pdf documents to Emmanuel Macias, maciase@wou.edu with copies to: Danielle Gauntz, 838-8215, gauntzd@wou.edu and within the Werner University Center to Chelsea Blatner, blatnerc@wou.edu.

Approved Campus Activity Bulletin Boards

Administration Building: 1 poster. Use the bulletin board inside the main entrance (to the right). DO NOT post on any of the "jobs" boards.

Advising Center: 1 poster. Give to office staff for posting.

Bellamy Hall (HSS): 1 poster. Use the bulletin board on the second floor.

Campbell Hall: 1 poster. No staples. Use bulletin board by the north entrance, next to room 111.

Campus Public Safety: 1 poster. Give to office staff for posting.

Education (Richard Woodcock) Center: 2 posters. Give to the office staff in Room 220.

Instructional Technology Center: 2 posters. Use bulletin boards on 2nd floor.

Health and Wellness (Peter Courtney) Center: 1 poster given to guest service desk

Library, Hamersly: 1 poster. Post at east entrance on the designated bulletin board.

Maaske Hall: 1 poster. Give to OIED (International Education) office coordinator or staff member for posting.

Math and Nursing (Winters) Building: 1 poster given to the office staff member at the front office (or slide through the glass window); office is right inside the double doors.

NPE Building: 1 poster. Give to Athletics Dept. office staff.

Natural Sciences Building: 1 poster. Use bulletin board inside main entrance (to the right).

OPE Building: 1 poster. Use the bulletin board located next to room 105.

Residence Halls/Valsetz Dining Hall: 10 posters. Give all to the University Housing office in Ackerman Hall. At the same time an additional 37 posters (stamped or unstamped) may be provided for the residence halls.

Rice Auditorium: 1 poster. Give to office staff in room 101 for posting.

Smith Hall: 1 poster. Give to office staff in room 102 for posting.

Todd Hall: 1 poster. Use bulletin board at foot of the stairs, make sure the poster does NOT hang over the handrail (this is a small bulletin board).

Werner University Center (WUC): 2 posters. Give to Student Engagement Information Desk for posting.

West House: 1 poster. Use bulletin board at the far end of the hallway on the first floor.

NOTICE: Sandwich Boards / Lawn Signs

No lawn signs, sandwich boards, or other postings are allowed in the lawn areas along Monmouth Avenue between 5:00 p.m. Sunday through 12:00 p.m. (noon) Monday for lawn maintenance. Any sandwich boards left out during this time will be collected and stored by the Werner University staff and organization or department will be charged for the removal of the sandwich board (see Werner University Center sandwich board policy to see removal rates).

Additional Notices:

1. Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005).
2. Incidental Fee funded areas, events, and activities: posters must include the IFC Logo (IFC Handbook, Section III.O.)

CAMPUS POSTING GUIDELINES Campus Activity Bulletin Boards

POLICY SUMMARY:

All posting materials must be approved no later than five (5) days prior to the date of the event or activity by authorized personnel (e.g. Student Affairs, Campus Dining, University Housing). All posting materials must contain all of the following information: name of the sponsoring WOU organization or department, what the event or activity is, where and when the event will be held, how much is charged for admission (if applicable), and the disability accommodation statement. Also, the postings must include a contact name, telephone number and/or e-mail address. Postings should be free of errors.

The student election policies are cumulative to this policy in determining posting procedures for student election materials. If a procedure is unclear, this policy shall take precedence.

The Office of the Vice President for Student Affairs reserves the right to refuse authorization to any sponsoring organization or individual not following this policy.

Signs/posters may only be posted on campus activity bulletin boards, sandwich boards, lawn signs, designated banner spaces, and easels. State law prohibits postings on doors (exception is building operation hours notices). Signs/posters are prohibited on any painted, wooden or brick surface and on the bus shelters. Postings are also prohibited on vehicle windshields in all campus parking lots (Parking Services and Campus Public Safety are exempt from this restriction).

Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005).

PROCEDURES SUMMARY:

All posting materials used for advertising events, activities, organizations, or meetings must be approved in the form of a stamp from the Office of the Vice President for Student Affairs located in the Werner University Center. Any posting materials not properly approved or improperly posted will be removed.

There are **32 bulletin boards** available throughout the campus designated for campus activity postings.

Signs/posters cannot be larger than 17" x 22".

Use only push pins or thumbtacks (no staples) on the bulletin boards. Each board should have extra pins.

Do not post over the top of other signs/posters – be considerate.

Non-WOU sponsored advertising or events are limited to one (1) sign/poster at the Werner University Center Community Board (first floor, adjacent to ATMs) and (1) sign/poster posted in the Library on the “Open” board. This is due to limited bulletin board space and the need to focus on campus-oriented activities.

Postings are allowed for a maximum two week time period. Re-approval for a second two week posting period may be requested for multiple-event signs; to receive re-approval, the signs/posters must be brought back to Student Affairs to be stamped again. The Office of the Vice President for Student Affairs has the authority to approve exceptions to the two week posting period.

All organizations/individuals are responsible for distributing the signs/posters and removal within **72** hours of the event.

RELATED INFORMATION:

Disability Accommodations Statement to be included on posters/signs announcements that invite people to a program or activity:

If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify the Office of Disability Services, [503-838-8250 or email ods@wou.edu] at least 72 hours in advance.