

POSTER LOCATION HANDOUT

Approved Campus Activity Bulletin Boards

Total of 33 posters stamped (not including additional posters for the residence halls)

Academic Program and Support Center: 1 poster. Use the bulletin board left of the main entrance, next to room 408.

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

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

Campbell Hall: 1 poster. No staples. Use the 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: TBD. Unavailable at this time.

Health and Wellness (Peter Courtney) Center: 1 poster. Give to service desk staff.

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

Lieullen Administration Building: 1 poster. Use the bulletin board inside the main entrance to the right.

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

Math and Nursing (Winters) Building: 1 poster. Use the bulletin board down the main hallway, on the left side.

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

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

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

Residence Halls: 10 posters. Give 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 Rice Auditorium room 101 for posting.

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

Valsetz Dining Hall: 1 poster. Enter Valsetz through the main entrance and use the bulletin board located to the left of the main entrance, between the restrooms and dining room.

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

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

Reader Boards (DMPs)/LED Monitors

Reader Boards (DMP's)/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 monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit JPEG or PDF documents to Student Affairs, studentaffairs@wou.edu, for approval. Once approved, copies are sent to Danielle Gauntz, gauntzd@wou.edu (campus wide) and Chelsee Blatner, blatnerc@wou.edu (within the [Werner University Center](#)) for digital posting.

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 **33 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 the Pacific Room) 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 would like to request a disability related accommodation(s) to participate in a WOU activity or event, please notify the Office of Disability Services at least 3 business days in advance: 503-838-8250 or ods@wou.edu.