



SIGN POSTING REQUEST AND INSTRUCTIONS

Your Name:		Today's Date:	
Contact Info (email): <small>You will be contacted when posters are stamped and ready for pick up and distribution.</small>		ID# <small>(if card access programming is required)</small>	
Organization / Department:		Posting End Date <small>(generally 30 days max):</small>	
What is being advertised?		Total # of Posters (77 maximum):	

Note: approval is valid for 30 days; or until Event Date listed on poster (whichever comes **first**). All posters submitted must meet the following requirements to be eligible for approval - **ResLife Approval:**

- Must be a Gustavus recognized organization or department
- Sponsoring organization/Department is shown on poster
- Maximum size of 11x17"

Please note the posting area(s) - no other areas permitted:

Building	General Areas	Maximum #:	Floors / Sections	Maximum #:	Total per building Maximum:	Total Posting:
Norelius	By main entrances, or in pit	3	One per section	17	20	
Pittman	Main Lobby (1); bulletin board (1); basement bulletin board cork strips (1)	3	Bulletin board/cork strips by bathrooms (1 per floor) OR floor stairwells	4	7	
Sohre	Main Lobby (1); taped to metal door (1); basement bulletin board cork strips (1)	3	Bulletin board/cork strips by bathrooms (1 per floor) OR floor stairwells	4	7	
Complex (North/Gibbs/Sorensen)	Front Entrances	2	Each floor by elevator/stairwell	12	14	
Rundstrom	Entrances	2	Lounges, Computer Lab, Laundry room	3	5	
Prairie View	Hallway (1 per)	2	n/a	0	2	
International Center	1st floor lobby/lounge	1	Bulletin boards (1 per floor)	3	4	
Uhler	Stairwells	6	Basement	1	7	
Arbor View	Cork strips on 2nd floor hallway- each building, East (1); West (1)	2	n/a	0	2	
College View	Cork strip near main entrance elevator	1	Cork strips on 2nd floor hallway	1	2	
Southwest	Main lobby tack wall, by bboard (1); basement cork strips by bathrooms (1); pillar up staircase (1)	3	Cork strips by CF rooms (012, 112, 212, 219)	4	7	

Note: Residential students have card access to halls **8am-11pm daily**. If an employee or non-residential student needs building access for putting up posters, please notify the administrative assistant for temporary access programming.

Please mark that you understand the following posting requirements. Posters:

- Must only be posted in the listed areas - look for 'Approved Posting' area(s); cannot be posted on other walls, windows, mirrors, or in bathrooms
- Must be posted with masking tape, taking care not to damage walls.
- Must be approved by the Residential Life in advance of posting, with displayed **end-date** stamp.

I understand and agree to the Residential Life posting policy and instructions. Any violations will result in posters being removed from residence halls and possible suspension of future posting approvals.

Signature

Date