



RESIDENTIAL LIFE

GUSTAVUS ADOLPHUS COLLEGE

SIGN POSTING REQUEST AND INSTRUCTIONS

Your Name:		Today's Date:	
Contact Info (email/phone): <small>(1 business day required; 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 Represented:		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 -

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

ResLife Approval:

Please note the area(s) where you will be placing your posters (no other areas permitted):

Building	General Areas	Maximum #:	Floors / Sections	Maximum #:	Total per building Maximum:	Total Posting:
Norelius	By main entrances, or anywhere 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	

Please mark/initial that you understand the following posting requirements. Posters -

- _____ Must only be posted in the listed areas - look for 'Approved Posting' area(s).
- _____ 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.
- _____ Cannot be placed on windows or in bathrooms.

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: _____