



# Official Posting Request Form

Additional policies about posting on campus can be found at [doso.wayne.edu/policies/posting](https://doso.wayne.edu/policies/posting).

## Contact information

Name of contact person \_\_\_\_\_ Email \_\_\_\_\_

Name of Registered Student Organization or department \_\_\_\_\_

Name of event or flyer purpose \_\_\_\_\_

Requested posting dates \_\_\_\_\_

## Guidelines

Posted material must include the following:

- The name of the registered student organization or university department authoring the printed material.
- A phone number or email address for future contact.
- Publicity for events funded by the Student Activities Funding Board must read "Funded by Student Activities Funding Board".
- If alcohol will be served at the publicized event, the material must read, "In accordance with state law, no one under the age of 21 will be sold or served alcoholic beverages." (See APPM section 1.3.1.1, Purchase of Alcoholic Beverages.)
- The size of a posting must not exceed 8.5" x 11".

## Restrictions

- Advertising that is not accepted includes: class offerings, employment ads, personal ads and other advertising having no connection with WSU.
- For each organization/university department, there can only be one flyer posted per bulletin board during any posting period.

## Procedure

Submit five (more locations coming soon) flyers to the drop box outside of 013 Student Center with a drop off slip.

- Drop off slip contains contact information and requested posting dates.
- By submitting your flyers to the drop box, you agree to the policies. Postings that do not follow the policies will not be posted and will not be given notice.
- Once the flyers are obtained and reviewed, Graphics will post the materials on the next posting date.
- Postings will be displayed for a maximum of one month.

Flyers will be posted on Mondays, unless there is a university closure. Flyers must be dropped off the Thursday prior for review.

Department price	RSO price
\$15	Free

Invoice will be sent to campus units upon review. EIRB or direct bill payments only. Payment must be received prior to posting.

## Agreement

I have read the above and agree to the terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date reviewed \_\_\_\_\_ Reviewed by \_\_\_\_\_ Posting date \_\_\_\_\_