

POSTING REQUEST

FLYERS NEED TO BE IN OUR OFFICE BY 2PM WEDNESDAYS TWO WEEKS PRIOR TO EVENT

Posting is a service made available to IUPUI University student organizations, SLD Divisions, Intra-mural Sports, IUPUI Bookstores, and Center for Service and Learning provided that the purpose of the advertised activity is in keeping with the goals and objectives of the University and serves a non-profit organization. This service is available on a first-come, first-serve basis, for **student organizations** legally related to the University and listed **University departments/schools** hosting activities and/or programs for students. However, student organizations will have a "priority status".

(Date Stamp)

All flyers will be mailed out or posted by Campus & Community Life. Requestor may no longer post flyers. Campus & Community Life will stamp all flyers, organizations will no longer be able to stamp their own flyers. Flyers found in none approved areas will be taken down by SAC staff. If your organization continues to post illegally, your organization will be penalized by not being able to post flyers in the future

Due to limited space, **non-University organizations** must use the open bulletin boards for postings.

REQUESTOR

Name _____
Student ID # _____
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ Daytime Phone _____
Email Address: _____
Campus Contact Address (if applicable) _____
Campus Contact Phone (if applicable) _____
I represent ROTARACT CLUB OF IUPUI
(Organizational cause, University department function, etc.)

IUPUI Relationship: (check one only)

____ Student ____ Faculty ____ Staff

LOCATION

EVENT INFORMATION

Name of Event _____
Sponsor _____
Where held _____
Date (s) of Event: From _____ To _____
Beginning time _____ End time _____
Contact person (if not requestor) _____
Contact person's phones _____
Will tickets be sold? ____ Yes ____ No If yes, cost \$ _____

POSTING INFORMATION

For all requests:
Posting start date _____ end date _____

For Regular Posting Only: **8 1/2 x 11 Flyers Only**

There are **64** locations on campus where activity information can be posted. Please select the desired locations from the list below. If you have less than **64** flyers, indicate how many to post in each building.

***Flyers are sent campus mail to all locations every Thursday by 3:00 p.m. To ensure that your flyer is posted in time for your event, please submit postings 2 weeks prior to the event start date.**

***IUPUI student organization name must be on the flyer.**

____ ALL Listed Locations (64)	____ Honors Lounge (1)	Campus & Community Life file (1) copy
____ Enrollment Office (1)	____ Law School (2)	
____ Residence Life (27)	____ Lecture Hall (1)	
____ Business School (1)	____ Library (1)	
____ Cavanaugh Hall (1)	____ Medical Science (2)	
____ Dental School (1)	____ Nursing (1)	
____ Engineering & Tech (3)	____ Physical Education (1)	
____ Education Social Work (3)	____ SL/LD (6)	
____ Conference Center (1)	____ Student Activities Ctr. (1)	
____ Herron School of Art (8)	____ University College (1)	

NOTES:

1. Posting of banners, large posters, and the use of a sign stand require special permission. This requires completion of a Banner/Easel form and approval from the Student Manager of Room Reservations. See below, and on the other side.
2. Those desiring greater exposure for an event through more bulletin board space are free to post on unrestricted boards in classroom buildings. Please remove such postings after the event.
3. List of open bulletin boards may be picked up at UC002
4. **Size 8 1/2 x 11 only, Portrait or Landscape orientation.**

University Regulations for Posting

These regulations apply to buildings and property of IUPUI throughout the year. If there is any doubt as to which rules apply when, ask Campus & Community Life (CCL) UC 002, 815 W. Michigan St.

For the convenience of those desiring to post notices, Campus & Community Life, UC 002, provides a posting service for IUPUI student organizations and listed departments. ***8 ½" x 11" flyers may be distributed for posting on official University bulletin boards (those listed below) when flyers are brought to UC 002 at least two weeks before date of event.*** All official posting services require the completion of the posting request form.

1. Flyers designed to appeal to the IUPUI campus at large must be confined to the buildings listed on front. Posting in any other building may be done according to local regulations and by special arrangement only.
2. Flyers must be restricted to bulletin boards or other space designated for posting.
3. *Metal sign stands are reserved for special posting.*
4. Taping flyers is ***prohibited*** in most buildings.
5. For information about size and quantity of flyers and permissible areas, consult the office listed below in the building where posting is desired, or call Campus & Community Life, 274-3931.
6. For distribution of information by means other than posting, consult Campus & Community Life. Special arrangements may be made for students and faculty/staff members on a first come/first served basis.
7. Posting on the outside of buildings, above a street, or on the outside grounds is prohibited.
8. Persons or organizations who neglect to follow these rules run the risk of having their flyers removed immediately, and/or losing the privilege of posting in IUPUI facilities.
9. Posting flyers will only be approved for 1. IUPUI Student Organizations 2. SLD Division 3. Intra-mural Sports 4. IUPUI Bookstores 5. Center for Service and Learning

Campus Buildings and Offices to consult for Special Posting on flyers larger than 8 ½ x 11

CA and Lecture Hall: Post only in designated areas and do not use tape or any sticky substance.

University Library: Posting by permission from, UL 1112, Administration office.

Law School: Office to consult: IH Lobby

Student Activities Center (815 W. Michigan Street): Office to consult: UC 002

Herron: Office to consult: HR 224C

Nursing Building: Take posters to the Administrative Assistant, NU 146A

SL/LD: Posting by permission of Office of School of Science, LD 222

Physical Education: Take posters to the main office on the 2nd floor, top of the stairs. (PE 251)

Dental Science: Take posters to DS 105

Medical Science: Consult Pauline Mayfield, MS 162

BS/SPEA: Posting by permission of both the CCL Office (UC 002) and the Dean (BS 3024C)

Education: Posting by permission of both the CCL Office (UC 002) and the Director of Student Services (ES 3136)

Engineering/Technology: Posting by permission of both the CCL Office (UC 002) and the Assoc. Dean (ET 1211C)

Ball Residence: Office of Residence Life, BR 107

University Place: Ask permission from Ann Rein, in IP 101

Chalking

Chalk writing may be done on sidewalks only, provided that those chalking do not obstruct the sidewalk. No chalk may be used on the sides of buildings, doors, pillars, steps, etc. If you can stand upright while chalking, you are not chalking in the right place! Failure to comply with the guidelines could result in a charge to clean an area.