

Promoting Your Org and Your Event

Banner Space/Booth Space

All promotional spaces must be reserved through Union Reservations, located on the 3rd floor of the Union. If the banner space is located in the Union, take the banner to the UTIC and they will hang it. If the banner space is located in an academic building, put the sticker provided by Reservations on the banner and then you may hang the banner yourself (it is also your responsibility to take it down). The booth spaces are usually composed of a table, two chairs, and a bulletin board. The day the reservation begins you may put together your booth as you like. It is the organization's responsibility to take all the promotional materials down after the reservation has expired.

Sidewalk Chalking

Student organizations may chalk their announcements on sidewalks around campus. Chalking is not allowed on buildings.

Where do posters go?

Make 75 posters total because it's cheaper than making the 72 posters you actually need.

You Drop Off & They Post: (62)

- 3 Kress Events Center Desk
- 53 Community Center of Housing and Residential Education
- 4 University Information & Ticketing Center/University Union
- 1 Multi-Ethnic Student Affairs (MESA) Front Desk
- 1 Mauthe Center

You Post & Remove: (10)

- Instructional Services: Board to Right of Entry to IS1004
- Student Services: Board in hallway between Student Services and Theatre Hall
- Mary Ann Cofrin Hall: Board near MAC113
- Wood Hall: Board near WH102
- Rose Hall: Board in walkway to Circle Entrance (East & West)
- Theatre Hall: Walkway between Theatre Hall and Studio Arts
- Cofrin Library: Walkway between Student Services and Cofrin Library (*both sides= 2*)
- Lab Science: Entry from Walkway between Environmental Science and Lab Science
- To Keep for your records

(NOTE: Posters and flyers posted in the Union must have the Disability Statement on them "If you have a disability and would like to discuss accommodations, please contact the Student Engagement Center at 465-2720"

Posting Guidelines:

All postings must contain, in clear and conspicuous lettering, the following information:

- The University sponsor department or organization of the event
- The date and time of the event
- The name of the event and its purpose
- Location of the event
- Non-University postings will be removed
- No posting may exceed 11" x 17" with no restrictions on configuration
- If larger than 11" x 17," contact University Union to reserve a Banner Space

- Posters must comply with the University Alcohol Policy
- If a poster topic deals with sensitive topics, such as sexual assault, harassment, self-defense, etc., a copy must be sent to the Dean of Students Office

*Do not overlap or cover another poster: yours will be removed.

*All bulletin boards will be cleared the week following December and May Commencement.

*All posters that provide general information for the good of the campus community and that do not have an end date must be posted in the section labeled "*Indefinite Postings*".

Please note:

UWGB reserves the right to remove any posters we feel violates the campus posting policy. Violation of the Campus Posting Policy may result in immediate removal of the posting and revocation of posting rights at the discretion of the department or Office of Public Safety.

Questions about posting in Academic Buildings may be directed to the Student Engagement Center at x2720; any other questions regarding the posting policy can be directed to the University Union at x2247.

Table Tents

The union's promotions team puts together a table tent every week that goes up in the Union and the Garden Café. There is an on-line form <http://www.uwgb.edu/union/forms/> for [Marketing Requests](#) available that you can fill out that goes directly to them. Orgs are NOT allowed to create their own tents.

Reviewed March, 2022