

## **2. Bulletin Board Strips Posting Policy Procedures:**

**1.** Directions for posting *Carroll University* Sponsored Events **Large Posters** in the Campus Center

Lobby **Bulletin Board Strips:**

1. Must be reserved through EMS at least 3 days prior to hanging.
  - When reserving through EMS you will have the option to pick the location for your poster to be hung.
    - Campus Center BS \_# Bulletin Strip \_#
      - A 1-4 – Across from the Information Desk
      - B 1 or B2 – Near the entrance to the MDR
      - C 1-6 – Near the north entrance of the Campus Center

### **2. The width of the poster shall be no greater than 36 inches (3 feet) wide**

3. Once the posting has been approved through EMS, drop off **ONE** poster to the Campus Center Information Desk.
4. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung on the bulletin board strips.
5. If ordering from Duplication, please indicate in the Special Instructions section that the poster is to be hung in the Campus Center.
6. Supplies for making banners are located in the Student Involvement Center. Help keep the area clean by cleaning up after yourself.

For questions regarding the Campus Center Posting Policy, please contact the Campus Center Information Desk at 262.524.7373.