

7. Campus Center West Wall (Outdoor) Posting Policy Procedures:

- 1.** Directions for posting *Carroll University* Sponsored Events **Campus Center West Wall (Outdoor):**
 1. Must be reserved through EMS at least 7 days prior to first day of display.
 - Campus Center Exterior A West Wall A
 - Campus Center Exterior B West Wall B
 2. Campus Center West Wall (Outdoor) space can only be reserved for a maximum of 14 days. Exceptions can be made by the Asst. Director of the Campus Center.
 3. Contact the Reservations and Events Services Office for dimensions of banner.
 4. Once the posting has been approved through EMS, drop off poster to the Campus Center Information Desk.
 5. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung in the Campus Center West Wall (Outdoor).

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