

4. Sandwich Boards Posting Policy Procedures:

1. Directions for posting *Carroll University* Sponsored Events Sandwich Boards:

1. Must be reserved through EMS at least 3 days prior to first day of display.
 - Campus Center NESB North Entrance Sandwich Board
 - Campus Center SESB South Entrance Sandwich Board
2. There are two designated areas for Sandwich Board displays:
 - North Entrance
 - South Entrance
3. Sandwich Boards can only be reserved for a maximum of 7 days.
4. Each Sandwich Board has the capability to display two posters.
5. Sandwich Board dimensions:
 - Height 36"
 - Width 24"
6. Once the posting has been approved through EMS, drop off the correct number of posters to the Campus Center Information Desk.
7. The Campus Center staff will be responsible for the putting out and removal off all sandwich boards.

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