



## General Information:

There are designated posting options in the Campus Center and Hilger Hall available to student organizations, university departments, and the public. These guidelines help to preserve the integrity of the buildings and the safety of the occupants. See the [Facilities Reservation Policy](#) (specifically section 6.0) for more information.

The **Campus Center Staff** will be responsible for all postings in the Campus Center and Hilger Hall. The Campus Center staff will monitor items posted in the Campus Center and Hilger Hall. On a daily basis, the Campus Center Staff will walk through the building and post all approved posters, flyers, and banners. All Carroll University Student Organizations flyers must first be approved through the **Office of Student Involvement (Located in Kilgour Hall)**. The posting will be removed when the event has past. Sales/rental notices and job postings will be taken down after a month. Notices of year round services will be removed should they become unsightly. Community member postings must be approved through the Campus Center Information Desk.

## Posting Removal:

The Campus Center Staff will also remove inappropriate postings e.g. those that include profanity or sexual innuendo, those that reference the use of alcohol or drugs or those that exhibit poor taste. All posters that are not approved by the Office of Student Affairs or the Campus Center Information Desk will be removed and disposed of. Any postings found on painted surfaces, on doors, in bathroom stalls, floors, stairs, on glass windows or on furniture will be automatically removed. **Tape is not allowed in the Campus Center without permission from the Asst. Director of the Campus Center.**

## Posting Options:

- **Bulletin Boards**
  - 1.1. - Carroll University Sponsored Events Bulletin Boards
  - 1.2. - Community Sponsored Events Bulletin Boards
- **Bulletin Board Strips**
  - 2.1. - Carroll University Sponsored Events Bulletin Board Strips
- **Table Tents**
  - 3.1. - Carroll University Sponsored Events Bulletin Table Tents
- **Sandwich Boards**
  - 4.1. - Carroll University Sponsored Events Bulletin Sandwich Boards
- **Campus Center Digital Display Board**
  - 5.1. - Carroll University Sponsored Events Campus Center Digital Display Board
- **Main Dining Room Windows**
  - 6.1. - Carroll University Sponsored Events Main Dining Room Windows (Indoor)
  - 6.2. - Carroll University Sponsored Events Main Dining Room Windows (Outdoor)
- **Campus Center West Wall (Outdoor)**
  - 7.1. - Carroll University Sponsored Events Campus Center West Wall (Outdoor)
- **Campus Center Lobby Tables**
  - 8.1. - Carroll University Sponsored/Community Sponsored Events Campus Center Lobby Tables

## **1. Bulletin Board Posting Policy Procedures:**

1. Directions for posting *Carroll University* Sponsored Events on **Bulletin Boards** in the Campus Center/Hilger Hall designated areas:
  1. For a Student Organization:
    - Get approval from the **Office of Student Involvement (Located in the first floor of Kilgour Hall)**
    - Flyers should be no larger than 8<sup>1/2</sup> x 11"
  2. For all other flyers:
    - Get approval from the Campus Center Information Desk
    - Flyers should be no larger than 8<sup>1/2</sup> x 11"
  3. Once the posting has been approved by the Office of Student Affairs or the Campus Center Information Desk, drop off **THREE** flyers to the Campus Center Information Desk.
  4. The Campus Center Staff will post **THREE** flyers in the designated areas.
    - Campus Center/Hilger Hall: Carroll University Sponsored Event Bulletin Strips: Located in the connector of the Campus Center and New Hall in the lower level
    - Hilger Hall: Carroll University Sponsored Event Bulletin Board: Located in the lower level of New Hall
    - Hilger Hall: Carroll University Sponsored Event Bulletin Board: Located in the Technology Lab in the lower level of New Hall
2. Directions for posting *Community* Sponsored Events on **Bulletin Boards** in the Campus Center/New Hall designated areas:
  1. Get approval from the Campus Center Information Desk.
  2. Once the posting has been approved by the Campus Center Information Desk drop off **ONE** flyer to the Campus Center Information Desk.
  3. Flyers should be no larger than 8<sup>1/2</sup> x 11"
  4. The Campus Center staff will post **ONE** flyer on the designated bulletin board.
    - Campus Center:
      - **Off Campus Events**: Located near the northwest corner of the Campus Center.
      - **For Sale**: Located at the bottom of the stairs of the Campus Center.
      - **Off Campus Housing**: Located at the bottom of the stairs of the Campus Center.
      - **Employment/Job Postings**: Located at the bottom of the stairs of the Campus Center.

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

## **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.

### **3. Table Tent Posting Policy Procedures:**

#### **1. Directions for posting *Carroll University* Sponsored Events Table Tents:**

1. Must be reserved through EMS at least 3 days prior to first day of display.
  - Campus Center TT # – Table Tent #
  - There are 8 table tent slots
2. Table Tent slots can only be reserved for a maximum of 7 days.
3. Table Tent dimensions:
  - Height 6"
  - Width 4"
  - There is a Table Tent "Guideline" on the Campus Center Department page.
4. Table Tent locations include:
  - MDR
5. Once the posting has been approved through EMS, drop off **50 copies** to the Campus Center Information Desk.
6. The Campus Center staff will be responsible for the putting out and removal off all table tents from the table tent holders.

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

## **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.

## **5.Campus Center Digital Display Policy Procedures:**

### **1. Directions for posting *Carroll University* Sponsored Events **Campus Center Digital Display:****

1. Flyers must be submitted electronically through the Campus Services Department Tab.
  - Log into my.carrollu.edu
    - Departments Tab
    - Campus Services
      - Campus Center Digital Display Board
2. Flyers must be submitted as a jpeg or png.
  - Lazy River Card Display image size 184 x 303 pixel
  - Inside Cover Card Display image size 582 x 900 pixel
3. Please allow up to 48 hours for your flyer to be displayed.

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

## **6. Main Dining Room Windows Posting Policy Procedures:**

- 1. Directions for posting *Carroll University* Sponsored Events **Main Dining Room Windows (Indoor):****

  1. Only week long events will be approved for posting in the Main Dining Room Windows (Indoor)
  2. Must be reserved through EMS at least 3 days prior to first day of display.
    - Campus Center 123B Main Dining Room Windows
  3. All postings must be hung on the south wall windows in the Main Dining Room.
    - Posters must be hung with designated binder clips provided by the Campus Center Information Desk
  4. The Main Dining Room (Indoor) space can only be reserved for a maximum of 7 days.
  5. Posting dimensions must all be exactly the same dimensions for all postings.
    1. Recommended dimensions:
      - Height 48"
      - Width 72"
    2. All edges must be cut evenly or posters will be removed.
  6. Once the posting has been approved through EMS, drop off posters to the Campus Center Information Desk.
  7. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung in the Main Dining Room Windows (Indoor).
  8. Supplies for making banners are located in the Student Involvement Center. Help keep the area clean by cleaning up after yourself.

- 2. Directions for posting *Carroll University* Sponsored Events **Main Dining Room Windows (Outdoor):****

  1. Only week long events will be approved for posting in the Main Dining Room Windows (Outdoor)
  2. Must be reserved through EMS at least 3 days prior to first day of display.
    - Campus Center 123A Main Dining Room Windows
  3. The Main Dining Room Window (Outdoor) space can only be reserved for a maximum of 7 days.
  4. Supplies for painting the windows must be supplied by the group reserving the space.
  - 5. Groups reserving the Main Dining Room Windows (Outdoor) space must pay for cleaning of the windows after reservation is complete. The Reservation and Events Services Office will invoice the group for the cleaning of the windows.**

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

## **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.



## **8. Campus Center Lobby Tables Posting Policy Procedures:**

- 1.** Directions for reserving lobby tables for *Carroll University* Sponsored Events:
  1. Must be reserved through EMS at least 3 days prior.
    - Campus Center 115\_Lobby Table #
      - 115A Lobby Table 1 – Closest to the stairs
      - 115B Lobby Table 2 – Middle table on the Pioneer Shop side
      - 115C Lobby Table 3 – Closest to the Information Desk
      - 115D Lobby Table 4 – Closest to the MDR
      - 115E Lobby Table 5 – Middle table on the MDR side
      - 115F Lobby Table 6 – Closest to the Chartwells Office
  2. Campus Center Lobby Tables can be reserved for a maximum of 7 days.
  3. All posting policies apply for reserving lobby tables.
  4. The Campus Center staff is not responsible for lobby tables left unattended.
  5. Tables cannot be moved without permission from the Campus Center staff.
  6. If reserving a lobby table on behalf of an outside organization, every effort must be made to greet the representative upon arrival and provide the Campus Center Advertising/Posting policies.

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