

POSTER LOCATION HANDOUT

Approved Campus Activity Bulletin Boards

WOU Monmouth Campus: Total of 33 posters stamped (not including additional 27 posters for the residence halls)

- Academic Program and Support Center:** 1 poster. Use the bulletin board left of the main entrance, next to room 408.
- Advising Center:** 1 poster. Give to office staff for posting.
- Bellamy Hall:** 1 poster. Use the bulletin board on the second floor.
- Campbell Hall:** 1 poster. Use the bulletin board by the north entrance, next to room 111.
- Campus Public Safety:** 1 poster. Give to the office staff for posting.
- Education (Richard Woodcock) Center:** 2 posters. Give to the office staff in Room 220.
- Instructional Technology Center:** 1 poster. You use one of the three display easels available: one located on the 2nd floor in front of the gallery entrance and two are located on the second floor, open seating area.
- Health and Wellness (Peter Courtney) Center:** 1 poster. Give to front desk staff.
- Library, Hamersly:** 1 poster. Post at the east entrance on the designated bulletin board.
- Lieuallen Administration Building:** 1 poster. Use the bulletin board inside the main entrance to the right.
- Maaske Hall:** 1 poster. Give to office staff for posting.
- Math and Nursing (Winters) Building:** 1 poster. Use the bulletin board down the main hallway, on the left side.
- NPE Building:** 1 poster. Give to the Athletics Dept. office staff for posting.
- Natural Sciences Building:** 1 poster. Use the bulletin board inside main entrance to the right.
- OPE Building:** 1 poster. Use the bulletin board located next to room 105.
- Residence Halls:** 10 posters. Give to the University Housing office staff in Ackerman Hall. At the same time an additional 37 posters (stamped or unstamped) may be provided for the residence halls.
- Rice Auditorium:** 1 poster. Give to office staff in room 101 for posting.
- Smith Hall:** 1 poster. Give to office staff in Rice Auditorium room 101 for posting.
- Todd Hall:** 1 poster. Use the bulletin board, at foot of the stairs; ensure the poster does NOT hang over the handrail.
- Valsetz Dining Hall:** 1 poster. Enter Valsetz through the main entrance, take a left towards the dining room, take a right towards the conveyor belt, and use the bulletin board located on the left side of the hallway.
- Werner University Center (WUC):** 2 posters. Give to the Student Engagement Information Desk for posting.
- West House:** 1 poster. Use the bulletin board at the far end of the hallway on the first floor.

WOU Salem Campus (Vick Building): Total of 1 poster stamped. Use the bulletin board next to the info desk, located on the first floor or give to office staff in room 104. Poster may be mailed to the office staff via University Mail Services; place poster in envelope, address to "WOU: Salem-Administrative Program Assistant," and drop off at the University Mail Service in the Welcome Center.

Reader Boards (DMPs)/LED Monitors

Reader Boards (DMP's)/LED monitors are located across campus. Each building or facility that has these monitors determines the best content for that particular facility. WOU organizations or groups interested in promoting events or activities on these monitors must submit posters in a JPEG or PDF format to Student Affairs, studentaffairs@wou.edu, for approval. Once approved, copies are sent to the university Web Designer (campus wide) and Student Engagement (within the [Werner University Center](#)) for digital posting.

NOTICE: Sandwich Boards / Lawn Signs

No lawn signs, sandwich boards, or other postings are allowed in the lawn areas along Monmouth Avenue between 5:00 p.m. Sunday through 12:00 p.m. (noon) Monday for lawn maintenance. Any sandwich boards left out during this time will be collected and stored by the Werner University Center staff and organization or department will be charged for the removal of the sandwich board (see Werner University Center sandwich board policy for removal rates).

Additional Notices:

1. Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005).
2. Incidental Fee funded areas, events, and activities: posters must include the IFC Logo (IFC Handbook, Section III.O.)

CAMPUS POSTING GUIDELINES

Campus Activity Bulletin Boards

POLICY SUMMARY:

All posting materials must be approved no later than five (5) days prior to the date of the event or activity by authorized personnel (e.g., Student Affairs). All posting materials must contain all of the following information: name of the sponsoring WOU organization or department, what the event or activity is, where and when the event will be held, how much is charged for admission (if applicable), and the disability accommodations statement. Also, the postings must include a contact info (e.g., name, telephone number, email). Postings should be free of errors.

The student election policies are cumulative to this policy in determining posting procedures for student election materials. If a procedure is unclear, this policy shall take precedence.

The Office of the Vice President for Student Affairs reserves the right to refuse authorization to any sponsoring organization or individual not following this policy.

Signs/posters may only be posted on campus activity bulletin boards, sandwich boards, lawn signs, designated banner spaces, and easels. State law prohibits postings on doors (exception is building operation hours notices). Signs/posters are prohibited on any painted, wooden, or brick surface and on the bus shelters. Postings are also prohibited on vehicle windshields in all campus parking lots (Parking Services and Campus Public Safety are exempt from this restriction).

Organizations or departments that post signs/posters in unauthorized places or that do not meet this policy may be subject to charges for removal or repair costs (OAR 574-050-0005).

PROCEDURES SUMMARY:

All posting materials used for advertising events, activities, organizations, or meetings must be approved in the form of a stamp from the Office of the Vice President for Student Affairs. Any posting materials not properly approved or improperly posted will be removed. There are **33 bulletin boards** available throughout the **WOU Monmouth campus** designated for campus activity postings. There is **1 bulletin board** available in the **WOU Salem campus**.

Signs/posters cannot be larger than 17" x 22".

Use only push pins or thumbtacks (no staples) on the bulletin boards. Each board should have extra pins. Do not post over the top of other signs/posters – be considerate.

Non-WOU sponsored advertising or events are limited to one (1) sign/poster at the Werner University Center Community Board (first floor, adjacent to the Pacific Room) and (1) sign/poster posted in the Library on the "Open" board. This is due to limited bulletin board space and the need to focus on campus-oriented activities.

Events: Postings are allowed for a maximum two-week time period. Re-approval for a second two-week posting period may be requested for multiple-event signs; to receive re-approval, the signs/posters must be brought back to Student Affairs to be stamped again. The Office of the Vice President for Student Affairs has the authority to approve exceptions to the two-week posting period. All organizations/individuals are responsible for distributing the signs/posters and removal within 72 hours of the event. Building managers may remove expired posters.

Non-event/Ongoing: *This applies to clubs with regular meeting times or ongoing recruiting for a club.* Postings are allowed for a maximum single-term time period. Re-approval for a second term posting period may be requested for signs; to receive re-approval, the signs/posters must be brought back to Student Affairs to be stamped again. The Office of the Vice President for Student Affairs has the authority to approve exceptions to the single-term posting period. All organizations/individuals are responsible for distributing the signs/posters and removal within 72 hours of the end of the term. Building managers may remove expired posters.

RELATED INFORMATION:

Disability Accommodations Statement to be included on posters/signs announcements that invite people to a program or activity:

If you would like to request a disability related accommodation(s) to participate in a WOU activity or event, please notify the Office of Disability Services at 503-838-8250 or ods@wou.edu at least 3 business days in advance. For ASL interpreting, Typewell transcribing, or captioning services please complete the online request form.