

# POSTER APPROVAL FORM

The Office of Student Life appreciates your effort in completing this form before your posters will be approved.

## WHAT?

Number of posters: \_\_\_\_\_

Size: \_\_\_\_\_ x \_\_\_\_\_

Maximum size is 18" x 24"

## WHY?

My posters are advertising for:

\_\_\_\_\_

## WHERE?

Where would you like to hang your posters?  
Circle the appropriate lettered-area(s) below:

1. Academic Buildings
  - a. Bethel events are allowed up to 11 posters
  - b. Non-Bethel events are allowed up to 5 posters
  
2. Residence Halls (All = 52 MAX)
  - a. Arden Village (15)
  - b. Bodien Hall (4)
  - c. Edgren Hall (4)
  - d. Getsch Hall (4)
  - e. Heritage Hall (4)
  - f. Lissner Hall (4)
  - g. Nelson Hall (5)
  - h. North Waters (6)
  - i. North Woods (6)

## WHO?

### 1. PERSON REQUESTING APPROVAL (YOU)

❖ First and Last Name:

\_\_\_\_\_

❖ Cell Phone Number:

\_\_\_\_\_

### 2. SPONSORING DEPARTMENT

❖ Name of Department

\_\_\_\_\_

❖ First and Last name of person who approved the department sponsor

\_\_\_\_\_

❖ Best Contact Number:

\_\_\_\_\_

## WHEN?

The posters will go up on:

(date) \_\_\_\_/\_\_\_\_/\_\_\_\_

The posters will come down on:

(date) \_\_\_\_/\_\_\_\_/\_\_\_\_

(maximum of two weeks at a time)

**SIGN YOUR NAME BELOW TO INDICATE YOU UNDERSTAND THE POSTER GUIDELINES AND AGREE TO COMPLY WITH THEM. (PLEASE ASK FOR A COPY OF THESE GUIDELINES TO REVIEW IF YOU ARE UNFAMILIAR WITH THEM.)**

SIGNATURE: \_\_\_\_\_