

# POSTER CHECK-IN FORM

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

## WHAT?

# of posters \_\_\_\_\_

size of posters \_\_\_\_\_ x \_\_\_\_\_ (inches)

(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

- Bethel events are allowed up to 11 posters
- Non-Bethel events are allowed up to 5 posters

### 2. RESIDENCE HALLS (ALL = 51 MAX)

- Arden Village (17)
- Bodien Hall (2)
- Edgren Hall (4)
- Fountain Terr. Apts. (6)
- Getsch Hall (4)
- Heritage Hall (4)
- Lissner Hall (4)
- Nelson Hall (5)
- North Village Apts. (5)

## WHO?

### 1. PERSON REQUESTING APPROVAL (YOU)

- ❖ first and last name:

\_\_\_\_\_

- ❖ cell phone # (or best contact #):

\_\_\_\_\_

### 2. SPONSORING DEPARTMENT

- ❖ name of department:

\_\_\_\_\_

- ❖ first and last name of person who approved the department sponsor:

\_\_\_\_\_

- ❖ cell phone # (or best contact #)

\_\_\_\_\_

## 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:** \_\_\_\_\_