

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

- a. Bethel events are allowed up to 11 posters
- b. Non-Bethel events are allowed up to 5 posters

2. RESIDENCE HALLS (ALL = 51 MAX)

- a. Arden Village (17)
- b. Bodien Hall (2)
- c. Edgren Hall (4)
- d. Fountain Terr. Apts. (6)
- e. Getsch Hall (4)
- f. Heritage Hall (4)
- g. Lissner Hall (4)
- h. Nelson Hall (5)
- i. 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)

YOU ARE RESPONSIBLE TO HANG YOUR POSTERS IN THE APPROVED POSTER LOCATIONS USING BLUE PAINTERS TAPE. 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: _____