

# Event Easel Posting Policy

## Purpose

This policy is in effect for those student organizations and departments (client) wishing to publicize events using the easels located across campus.

## I. Policy

- a. Any signs must first be approved by the Office of Campus Programming and Leadership Development (SC-LL) or the Office of Public Relations (LY-209).
- b. After approval is granted, the sponsor will bring the sign to the appropriate office for posting.

## II. Locations:

Requests for posting should be made at the following offices:

Lyons Hall	Fine Arts Department	(LY 306)	Ext. 2542
Old Main	Office of Student Affairs	(OM 102)	Ext. 2130
Bouwhuis Library	Circulation Desk	(Lobby)	Ext. 2900
Student Center Lobby	Event Management Office	(SC 201)	Ext. 2180
Koessler Center	Koessler Center Office	(KC 173)	Ext. 2950

## III. Responsibilities of the office:

Five easels have been assigned to the above designated areas and it is those offices responsibilities to:

- A. Once the sign is given to the office, staff will:
  1. Place the sign and easel in the approved location.
  2. Maintain the easels and secure easels when not in use.
  3. Replace any lost, stolen, or damaged easels.
  4. Take down the sign after the event is completed.
- B. No more than five signs should be posted at one time.