

## Posting Procedure

Office of Housing, Residential Living, and Dining  
(OHRLD) G-37 Ruddock Hall

A. **Request:** (Complete and SUBMIT to the OHRLD office c/o Julene Pinto-Dyczewski)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Name: \_\_\_\_\_

Office/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

***IT IS THE RESPONSIBILITY OF THE REQUESTING PARTY  
TO REPRODUCE, COUNT, AND LABEL (USING POST-IT NOTES)  
FLYERS ACCORDING TO THE FRAMEWORK PROVIDED BELOW.***

1. Refer to the Sign and Poster procedures at <http://www.iup.edu/housing/forms/other-housing-forms-and-policies/other-housing-forms-and-policies/>
2. Questions can be directed to Julene Pinto-Dyczewski via email ([JJPinto@iup.edu](mailto:JJPinto@iup.edu))
3. You can assume your posters will be registered and distributed unless you are notified via email.

***PLEASE CHECK ONE & BUNDLE/ LABEL FLYERS  
ACCORDINGLY USING POST-IT NOTES AND RUBBER BANDS.***

\_\_\_\_\_ **One per Building Lobby (15 flyers)**

- |                        |                     |
|------------------------|---------------------|
| 1. Suites on Pratt – 1 | 7. Wallwork -3      |
| 2. Putt/Delaney – 2    | 8. Stephenson - 2   |
| 3. Towers – 2          | 9. Punxsutawney - 2 |
| 4. Maple East -1       |                     |
| 5. Ruddock -1          |                     |
| 6. Northern Suites- 1  |                     |

\_\_\_\_\_ **One per Community Assistant/Academic Success Mentor - (61-Indiana Campus/67 with Punxsutawney)**

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. Suites on Pratt – 7 | 5. Ruddock - 6                    |
| 2. Putt/Delaney – 12   | 6. Northern Suites - 6            |
| 3. Stephenson - 12     | 7. Wallwork - 12                  |
| 4. Maple East – 6      | 8. Punxsutawney Living Center - 6 |

\_\_\_\_\_ **One per Floor/Wing (+1 for lobby) (43 Indiana campus only/47 including Punxsutawney)**

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. Suites on Pratt – 5 | 5. Ruddock - 5                    |
| 2. Putt/Delaney – 11   | 6. Northern Suites - 5            |
| 3. Stephenson - 6      | 7. Wallwork - 6                   |
| 4. Maple East – 5      | 8. Punxsutawney Living Center - 4 |

**REGISTRATION:** (Internal use only)

\_\_\_\_\_ The flyers have been registered. Signature: \_\_\_\_\_

\_\_\_\_\_ The flyers have been denied. Rationale: \_\_\_\_\_

\_\_\_\_\_ Organization Contacted, Date: \_\_\_\_\_

**DISTRIBUTION:** (Internal use only)

*Office Staff: Please return one copy of the poster & this request to Julene's mailbox & distribute flyers.*

\_\_\_\_\_ Distributed by \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm