

**Posting Procedure** - Office of Housing and Residence Life  
(OHRL) G-37 Suites on Maple-West

A. **Request:** (Complete sections A & B-Bring to the OHRL office)

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

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

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

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

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

1. *It is the responsibility of the requesting party to reproduce, count, and label (using post-it notes) flyers according to the framework provided below.*

2. *Refer to the Sign and Poster procedure in The Source for further guidelines.*

3. *You can assume your posters will be registered and distributed unless you are notified via email.*

B. **Please check one & bundle/ label flyers accordingly using post-it notes and rubber bands.**

\_\_\_\_\_ **One per Building Lobby (14 flyers)**

- |  |                        |
|--|------------------------|
| 1. Suites on Pratt – 1                       | 5. Northern Suites- 1  |
| 2. Putt/Delaney – 2                          | 6. Whitmyre – 1        |
| 3. Towers (University Towers & McCarthy) – 2 | 7. Elkin – 1           |
| 4. Suites on Maple -2                        | 8. Sutton Suites - (4) |

\_\_\_\_\_ **One per Community Assistant (69 total flyers)**

- |  |                        |
|--|------------------------|
| 1. Suites on Pratt – 7                       | 5. Northern Suites - 7 |
| 2. Putt/Delaney – 13                         | 6. Whitmyre – 5        |
| 3. Towers (University Towers & McCarthy) – 5 | 7. Elkin – 9           |
| 4. Suites on Maple - 12                      | 8. Sutton Suites - 11  |

\_\_\_\_\_ **One per Floor/Wing (+1 for lobby) (100 total flyers)**

- |   |                         |
|---|-------------------------|
| 1. Suites on Pratt – 12                       | 5. Suites on Maple - 16 |
| 2. Putt/Delaney – 20                          | 6. Northern Suites - 12 |
| 3. Towers (University Towers & McCarthy) – 12 | 7. Whitmyre – 4         |
| 4. Sutton Suites - 18                         | 8. Elkin – 6            |

C. **Registration:** (Internal use only)

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

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

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

D. **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