

“How do I post Flyers/posters in Residential Communities for events?”

Office of Housing, Residential Living, and Dining (OHRLD)

OHRLD Posting Procedure

<http://www.iup.edu/housing/forms/other-housing-forms-and-policies/other-housing-forms-and-policies/PostingProcedure>

Directions: To post flyers/posters in residential buildings, please complete parts A, B, and C.

A. Request for Flyer/Poster Distribution:

1. Date: _____ Time: _____ am/pm
2. Name: _____
3. Office/Dept./Organization: _____
4. Check one: ___ Student ___ Staff ___ Faculty
5. Is this a university sponsored event? ___ yes ___ no
6. Email: _____
7. Phone: _____

B. Flyer/Poster Preparation:

- ___ Reproduce **18 copies** of the flyer Poster. (16 copies if you do not wish to include Punxsutawney)
- ___ Count **TWO** flyers/posters per residential facility (list below)
- ___ Label/paperclip each set with the building name.
1. ___ Suites on Pratt (2)
 2. ___ Stephenson (2)
 3. ___ Suites on Maple-East (2)
 4. ___ Ruddock (2)
 5. ___ Putt/Delaney (2)
 6. ___ Wallwork (2)
 7. ___ Northern (2)
 8. ___ OHRLD office and RHA/Leadership Area (2)
 9. ___ Punxsutawney (2)

C. Bring a copy of this request and the pre-labeled flyers/posters to the Office of Housing, Residential Living and Dining (OHRLD- G-37 Ruddock) between 8am-4:30pm. Flyers will be posted in the designated sign area of each residential building. Flyers will typically post within 24-48 hours.

D. Registration: (Internal use only)

_____ The flyers/Posters have been registered. Signature: _____

_____ The flyers/Posters 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

Last updated: 8/4/2017