**Campus-Wide Large Poster Guidelines**

The Wright State Student Union Administrative Office has assumed the task of distributing the posters across campus. Please review the guidelines below before ordering posters and submitting the attached form.

**Ordering Guidelines:**

Please make sure that you submit a request form prior to ordering your posters. **The Student Union is not responsible for posters that have been delivered, but cannot be put up due to scheduling conflicts resulting from lack of notice.**

1. Fill out and submit the attached form
2. Order the posters through the Wright State University Printing Services PAWs website, making sure to include the following information in the project description space: 23.875x36” printed on 72-point SBS.
3. Arrange delivery to:

Attn: Julie Bertsos

Student Union Administrative Office

023 Student Union

**Locations of Posters Slots:**

Each location has two slots, but only one slot per location may be requested, with the exception of the Student Union. **Do not order more than 8 posters without prior clearance. Extra posters will be returned to the department of origin.**

Allyn Hall

The Hangar

Millett Hall

Oelman Hall

Fawcett Hall

University Hall

Student Union (Limit two per advertisement)

**Time Frame Guidelines**

Posters are generally allowed to stay up for two weeks. However, if there is not a demand for poster slots, your poster may stay up longer if desired.

**Priority**

Priority will be determined by the Office of Marketing and the Student Union Administrative Office.

**Campus-Wide Large Poster Submission Form**

Department name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of posters (Series Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time frame desired (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of posters to be delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Poster location preferences:

Allyn Hall: \_\_

The Hangar: \_\_

Millett Hall: \_\_

Oelman Hall: \_\_

Fawcett Hall: \_\_

University Hall: \_\_

Student Union (Up to 2 slots available to request): \_\_

**Preferences will be honored provided that the requested spaces have not been previously reserved.**

Please submit to event\_services@wright.edu, or submit to 023 Student Union Attn: Marketing Assistant.