

# Request for Posting on Bulletin Board

Bulletin boards are available on campus to assist with the promotion and publicity of events that may interest the campus community, from recognized student organizations and University departments. Postings include posters, flyers, handouts, displays, etc. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used appropriately.

Your information must be submitted for approval before placing on any TAMIU bulletin boards

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization/University Department: \_\_\_\_\_

Date(s) of Posting: \_\_\_\_\_ to \_\_\_\_\_

Title & Purpose of flyer or poster:

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### For Student Center Use Only

Date/Time Called for pick up: \_\_\_\_\_ By: \_\_\_\_\_

Picked up by: (print) \_\_\_\_\_ Date/time: \_\_\_\_\_

Please submit the above information with a copy of the flyer, poster, etc. you wish to place on our designated bulletin boards. Approvals will be within 5 (five) business days. Please note that if your flyer, poster, etc., does not meet the criteria set forth on our policy & procedures, your flyer, poster, etc., could be denied posting.

**Flyers can only be posted on approved bulletin boards that are located at the following buildings: Bullock Hall, Cowart Hall, Canseco Hall, Kinesiology Wellness & Recreation Center, Pellegrino Hall, Student Center, and the Center for Fine and Performing Arts.**

### Policy & Procedures:

#### **Advertisements**

*Advertisements and propaganda displayed throughout the University must be directly related to a University department and/or an event. Personal announcements such as private tutoring, selling items and/or general advertisement are not permitted on University grounds.*

*Any type of advertisement is not allowed for distribution among students for solicitation, and cannot be placed on vehicles in the University parking lots and on windows.*

*Events that are being advertised must be stamped at the Student Center information Desk, Flyers will be stamped up until one day after the day of the event. Removal of flyers will be done the day after the event has occurred by Student Center staff.*

**Initial that you have read the above statement. We are not responsible for lost flyers/posters that were not picked up after we called. \_\_\_\_\_**

### For Student Center Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  Confirmed on AdAstra

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Rejected (does not meet above criteria): \_\_\_\_\_