REQUEST FOR POSTINGS
During Virtual Instruction & Campus Operations

REQUESTS FROM:
• Students or Student Organizations & Clubs (internal)
• Staff or Faculty (internal)
• Non-CSUCI external community members

Must be dropped off to the Police Department (PD) at Placer Hall. The PD customer service window is open Monday through Friday from 8 a.m. to 5 p.m. Social distancing protocols are in place and a face covering is required to enter the building.

During this time of virtual instruction and campus operations, we encourage internal requests for postings contain information pertinent to the entire semester; postings that require more frequency will be posted bi-weekly.

External requests will continue to only be posted for a maximum of 14 calendar days as noted in the CSUCI Procedure.

Questions about postings may be submitted to Communication & Marketing via email at csuci.news@csuci.edu.

MATERIALS MUST CONTAIN:
• Name of event or reason for posting (nominations, call for volunteers, campus information, etc.)
• Details (as applicable): date, time, location, price, registration or application information and deadlines
• Contact information (email and/or phone number)

SUBMISSION PROCESS:
1. Materials must be dropped off to the Police Department in Placer Hall. Up to one dozen (12) copies may be submitted. Any copies in excess of 12 will be recycled.
2. Complete/attach form below.
3. Materials may be sized: 8 ½ x 11 (standard), 8 ½ x 14 (legal) or 11x17 (oversize). Larger posters may be posted on walls immediately adjacent to the bulletin boards, depending on space availability.
4. Your posting materials will be reviewed and if no changes are necessary, postings for the duration of the semester will be posted once and postings that require more frequency will be posted bi-weekly.
5. If changes are required, you will be notified of the necessary edits.

Clip Form Below and Attach to Materials

CONTACT INFORMATION
Please select one of the following:
☐ Student  ☐ Faculty  ☐ Staff  ☐ External Community Member

Print Name:_________________________________________  Email:_________________________________________

Event/Posting Title: __________________________________________

Date submitted:______________  # of Flyers/Materials_________  Posted on:____________________