



REQUEST FOR POSTINGS

REQUESTS FROM:

- Students or Student Organizations & Clubs are required to submit their posting requests via CISync to be approved and processed. Questions? Contact Student Organizations & Involvement at 805-437-3356 or visit the Bell Tower Room 1808.
Staff, Faculty or Academically-Related postings may be submitted with the below completed form and dropped off to the Multicultural Dream Center located in Bell Tower Room 1530, Monday - Thursday, 9 a.m. to 6 p.m. and Fridays 8 a.m. to 5 p.m.; or to University Hall Room 1650, Monday - Friday, 9 a.m. to 5 p.m.; Questions? Contact Communication & Marketing at 805-437-8415 or 805-437-1689.
Non-CSUCI external community members requesting materials to be posted on campus bulletin boards must first email a sample of their posting to communication.marketing@csuci.edu for review and approval. Upon confirmation of approval, posting materials may be dropped off at University Hall Room 1650, Monday - Friday, 9 a.m. to 5 p.m.; University staff will post the materials. Questions? Contact Communication & Marketing at 805-437-8415 or 805-437-1689.

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:

- Materials must be received/dropped off at least 7-10 business days before the event or announcement.
Complete/attach form below.
Materials may be sized: 8 1/2 x 11 (standard), 8 1/2 x 14 (legal) or 11x17 (oversize). Larger posters may be posted on walls immediately adjacent to the bulletin boards, depending on space availability.
Drop off 42 copies of the posting materials to the Multicultural Dream Center located in Bell Tower Room 1530, Monday - Thursday 9 a.m. - 7 p.m., and Fridays from 9 a.m. - 5 p.m. If dropping off materials after-hours, materials may be left in the drop box located outside the office. *Please note we cannot post more than 48 copies. Any excess materials will be returned to the requester.
Your posting materials will be reviewed and if no changes are necessary, materials will be posted within 2-4 business days.
If changes are required, you will be notified of the necessary edits.
Posting materials will remain posted for three (3) weeks or removed after the event has concluded.



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: _____