

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 Life & Support Programs](#) at 805-437-3356.
- **Staff, Faculty or Academically-Related** postings may be submitted with the below completed form and **dropped off to Communication & Public Relations located in Rush Hall Room 1650, Monday – Friday, 9 a.m. to 5 p.m.** Questions? Contact Communication & Public Relations 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 comm.pr@csuci.edu for review and approval.** Upon confirmation of approval, posting materials may be **dropped off at Rush Hall Room 1650, Monday – Friday, 9 a.m. to 5 p.m.;** University staff will post the materials. Questions? Contact Communication & Public Relations 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:

1. Materials must be received/dropped off **at least 7-10 business days before** the event or announcement.
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. Drop off **40** copies of the posting materials to Communication & Public Relations located in Rush Hall Room 1650, Monday – Friday, 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 40 copies. Any excess materials will be recycled.***
5. Your posting materials will be reviewed and if no changes are necessary, **materials will be posted within 2-4 business days.**
6. If changes are required, you will be notified of the necessary edits.
7. 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: _____