

REQUEST FOR POSTINGS

REQUESTS FROM:

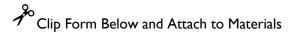
- **Students or Student Organizations & Clubs** are required to **submit their posting requests via CISync** to be approved and processed. Questions? Contact <u>Student Life & Support Programs</u> at 805-437-3356.
- Staff, Faculty or Academically-Related postings may be submitted with the below completed 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 805437-1689.

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: $8 \frac{1}{2} \times 11$ (standard), $8 \frac{1}{2} \times 14$ (legal) or 11×17 (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.



CONTACT INFORMAPlease select one of the			
Student	☐ Faculty	Staff	External Community Member
Print Name:		Email: _	
Event/Posting Title:			
Date submitted:	# of Flyers/Materials		Posted on: