



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 in Rush Hall Room 1650, Monday – Friday, 8 a.m. to 5 p.m. and left in the wire basket hanging on the wall.** Questions? Contact Communication & Public Relations at 805-437-8415 or comm.pr@csuci.edu.
- **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 can be **dropped off at Rush Hall Room 1650, Monday – Friday, 8 a.m. to 5 p.m. and left in the wire basket hanging on the wall. Or, they can be mailed to Cal State Channel Islands, Communication & Public Relations, 1 University Drive, Camarillo CA 93012.** Questions? Contact Communication & Public Relations at 805-437- 8415.

MATERIALS MUST CONTAIN:

- Name of event, announcement, or description of activity.
- Details (as applicable): date, time, location, price, registration, deadlines, etc.
- Contact information (email and/or phone number)

SUBMISSION PROCESS:

1. Once postings are approved, 40 copies of the materials should be printed and dropped off **at least 7-10 business days before** the event or announcement to Communication & Public Relations as noted above. ****Please note we cannot post more than 40 copies. Any excess materials will be recycled.***
2. 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.
3. Materials will be labeled and posted by Communication & Public Relations only within 2-4 business days.
4. Materials will remain posted for three (3) weeks or removed after the event/activity has concluded.
5. **Requests for postings during the summer months of June and July will not be accepted.**

Complete Info 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: _____