



# 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:

- 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.
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.
Materials will be labeled and posted by Communication & Public Relations only within 2-4 business days.
Materials will remain posted for three (3) weeks or removed after the event/activity has concluded.
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: