

HOBSON MEMORIAL UNION
POSTERS – BANNERS – TABLE TENTS
TOTAL OF 26 POSTERS

POSTERS: All posters must be approved by HMU personnel, and may not exceed **14" x 22"**. Exceptions must be approved by an HMU staff member. Posters may be placed at the designated locations only, or by special arrangement approved in advance by HMU Staff. No materials may be attached to the outside of buildings, doors, walls or windows or on cars in University lots.

Posters involving sales of any kind (bake sales, candy sales, entrance fees, donations, even if the event is off campus), will not be approved until the student organization has submitted a fundraising application through Beaver Link and received an approval notification from HMU Staff. Refer to 'posters and publicity' under the policies and procedures in the student guide for additional requirements.

POSTERS FOR BSU EVENTS/ACTIVITIES – 5 Posters will be stamped and distributed by HMU personnel:

- 1-Circular stand outside the Crying Wolf Room 1-Sent to Office of Communications and Marketing
- 1-Library Hall-tunnel 1-Sent to Northwest Technical College
- 1-Information Desk Level at Terrace Lounge entrance

	Additional posters – up to 21 -- will be stamped and returned to the group for distribution in the academic buildings:	1	AIRC - entryway	1	Bensen Hall 3 rd floor near student lounge & vending
1	Bridgeman Hall 2 ND floor, near #201	6	Hagg Sauer - 3 on 1 st floor; 2 on 2 nd floor near #201; 1 on 3 rd floor	1	Library - Main floor entryway
1	Decker Hall south end of tunnel leading to Birch Hall	1	Rec Center near the dance studio	1	PE Building main floor, near gym entrance
3	Deputy Hall 1-1 st floor, north end in stairwell 1-2 nd floor, south end by KBSB 1-2 nd floor near tunnel	3	Sattgast Hall 1-3 rd floor near building entrance 1-2 nd floor near main office 1-2 nd floor near #251	2	Bangsberg Hall 1-1 st floor near student lounge 1-top of north stairs on 2 nd floor

POSTERS TO BE PLACED IN RESIDENCE HALLS MUST BE BROUGHT TO THE RESIDENTIAL LIFE OFFICE.

PERSONAL NOTICES/NON-BSU ACTIVITIES: 2 boards are available for personal notices. These also need to be approved, and will be hung for 2 weeks: 1- on the board in the Library hallway, and 1-in the lower union near Affinity Plus Credit Union.

BANNERS: Banners may not exceed 5 ft. x 3 ft. and are brought to the Information Desk for approval and posting by HMU personnel:
1-Lakeside Seating area on the wall across from the promotion & sales tables.
1-Library Hall/Tunnel bulletin board. A banner may be placed in Walnut hall with approval from Residential Life. We recommend that banners not be hung more than 2 weeks prior to the event. If they are, HMU reserves the right to remove any due to space limitations.

ALCOHOL: HMU will not approve for posting any flyers, banners or personal notices which advertise or promote the sale or consumption of alcohol.

TABLE TENTS: The table tent is a tri-fold design with 9 available spaces. Information to be placed on the table tent must be received by Union Staff no later than 9:00 a.m. the Wednesday of the preceding week you would like your announcement run. An online form for table tent requests can be found on BeaverLink through the MYBSU portal. Table tents will be distributed by Union Staff the Sunday evening the week you would like the event advertised. **NO INDIVIDUAL TABLE TENTS ARE ALLOWED.**

THE FOLLOWING MUST APPEAR ON ALL POSTINGS:

1. **Name of sponsoring organization/department**
2. **The ADA Statement: "If you need an accommodation for this program/event, please contact Disability Services office (Bangsb101) at (218) 755-3883. If an interpreter is needed, two weeks' notice is requested.**

POSTERS, BANNERS & TABLE TENTS WILL BE POSTED FOR A PERIOD OF 2 WEEKS-NO EXCEPTIONS