Club Poster Guidelines, Specifications, and Approval Form

STUDENT ORGANIZATION INFORMATION

| Organization Name: |  |
| Event Title: |  |
| Desired Week For Posting: |  |

CONTACT PERSON INFORMATION

| Full Name: |  |
| Phone #: |  |
| Email Address: |  |

Choose your poster size and location:

**MU Case**

- □ 18” x 24” vertical
- □ 20” x 30” horizontal
- □ 24” x 36” horizontal
- □ 27” x 39” horizontal

**Silo Case**

- □ 18” x 24” vertical
- □ 20” x 30” vertical
- □ 24” x 36” vertical
- □ 27” x 39” vertical
- □ 36” x 48” vertical

Poster Guidelines and Specifications:

- First come, first served
- Requests must be made 2 weeks in advance of desired week for posting.
- Posters are posted every Monday and will be taken down the following Monday if demand is high.
- Attach this approval form to the poster and bring them to the front desk of the CEVS office (4th floor MU).
- CEVS will notify your organization within 2 working days if the poster is approved and if revisions need to be made. For more information and/or questions, contact Cami Fife at (530) 754-4136.

If you would like to reclaim your poster, please initial here ______. You will have until 4:00pm on the Wednesday following the poster removal to pick up the poster at the CEVS office, located at 442 Memorial Union. Posters not picked up by this time will be discarded.