2011-2012 Guidelines for Posting Materials at Cascadia

FOR APPROVAL:

☐ Strive for a professional look in design and appearance.

☐ Clearly identify the sponsoring class project, group, or organization with contact information.

☐ Avoid discriminatory or defamatory language or inaccurate claims. *These materials will be removed.*

☐ Use the appropriate college non-discrimination statement (go to www.cascadia.edu).

☐ How many? Cascadia Non-Cascadia

- per floor/stairwell groups groups
  - 11”x17” and under...................... 6 3
    (total of 42) (total of 21)
  - Larger than 11”x17” ................... 1
    (total of 7)

☐ Items/Services for Sale, Housing, and Transportation notices are limited to a single flyer (total of 2, 8.5”x14” and under) on the identified boards:
  - Transportation CC1-101 and CC3-101
  - Items/Services for Sale CC1-243 and CC3-101 (books, cars, tutoring, etc.)
  - Housing CC1-311 and CC3-101 (roommates, homes, local apartments, etc.)

BEFORE POSTING:

☐ Take all materials to the Information Desk on CC1-Level 1 for the “APPROVED Until [mm/dd/yy]” stamp. *Materials without the “APPROVED” stamp may be removed by anyone.*

  - Event materials will be approved until the day after the event.
  - Non-event materials (club info, etc.) will be approved until the last day of the academic quarter.
  - Once the approval date has passed, anyone may remove the materials.

☐ Borrow a roll of Blue Painter’s Tape from the Information Desk or College Relations Office (CC2-281E).

POSTING:

☐ When? Start posting 3-4 weeks prior to the event date. *Materials without an approval date can be removed by anyone.*

☐ Where? CC1 CC2 CC3

  - Bulletin boards........................................ X X X
  - Concrete columns or walls (not blue)..... X X X
  - Stairwell landings .................................... X
  - A-Boards can be checked out for temporary use from CAB, College Relations, and/or the President’s Office.

☐ How?

  - Use the blue painter’s tape in small loops on the back of posters and flyers when posting on the concrete.
  - Use the push pins that are provided when posting on the bulletin boards.

Please direct inquiries to the College Relations Office: Meagan Walker at 425.352.8491 or mwalker@cascadia.edu
-OR- Denise Garlington at 425.352.8284 or dgarlington@cascadia.edu

WHEN IN DOUBT, CONTACT COLLEGE RELATIONS
WHERE NOT TO POST FLYERS:

Anywhere that blocks or compromises official safety and security signage, including campus maps, directional information, or office or classroom signs.

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