

2016-2017 GUIDELINES FOR POSTING MATERIALS AT CASCADIA

GREEN FOR GO

Please make sure your posters conform to all of the following:

1. The poster identifies the sponsoring class, club, or organization and includes contact information
2. The poster includes the college's non-discrimination statement (located in footer of website)
3. The poster includes event accommodation request information:

"To request reasonable accommodation to participate in this event, contact Disability Support Services at 425-352-8128."

4. The poster has "approved until" official stamp from the Information Desk on first floor of CC1
5. The posters will be mounted using blue tape only in small loops on the back of posters and flyers
6. The posters will appear on concrete walls and metal railings only
7. The number of printed posters will not exceed

5 small (11" x 17" or under) on each floor of CC1/2 and CC3 for a total of 35
1 large (11" x 17" or larger) on each floor of CC1/2 and CC3 for a total of 7

RED FOR STOP

The following are not permitted:

1. No discriminatory or defamatory language or inaccurate claims
2. No posting on white walls, blue walls, CC1 lower level entry glass wall, wood doors or trim, elevators, windows, doors, building signage or maps, building exteriors, vending machines, or emergency devices
3. No adhesive other than blue painters tape; no glues, stickers, or other types of tape permitted
4. No posters promoting services or products that are not officially affiliated with or sponsored by the college (for example: tutors, apartments for rent, books for sale, etc.) except on corkboards at these locations:

Items/Services for sale near CC1-243 and CC3-101 (no approval or stamp required)
Housing opportunities near CC1-311 and CC3-101 (no approval stamp required)

5. No posting in hallways outside of Administrative Offices located on 2nd floor of CC2 north of the piano

IF IN DOUBT...

Contact College Relations:

If you have any questions, please email mwalker@cascadia.edu