Bulletin Board Locations

- Martha Munroe
- UCC
- Education Center
- Boyd
- Pafford
- Callaway
- Humanities
- Library
- Biology
- Anthropology
- TLC
- Campus Center
- Z-6
- Richards College of Business
Quick Guide to Posting Policies

- **NO** posting on cars
- **30** flyers on campus per event
- **NO** glitter is to be used on any flyer/banners/handbills/posters
- **ALL** flyer/banners/handbills/posters/table tents to be posted on campus must be approved in Student Involvement (24 hour turnaround), except for those being posted in Residence Halls.
- **ALL** flyer/banners/handbills/posters must include the Date, Time, Place, and the Name of the Sponsoring Organization.
- Posters, flyers or banners will **Not** be stamped if they are laminated or if the stamp cannot be clearly seen from the front.
- For Posting in Residence Halls, deliver to Residence Life for approval and posting 1 per hall = 15, 1 per floor + public areas = 100.
- Post on designated bulletin boards only! **Do Not** post on doors, windows, light posts, walls, trees or outdoor furniture.

**Banners:**
You may hang them on the UCC railing outside (NO taping), the brick wall near the Library (after approval), Campus Center. (deliver to Student Involvement)

**Table Tents:**
May be placed at the Z-6, UCC Centre Café, and Wolves Den. Must be pre-approved by the Center for Student Involvement and include Name, Time, Date of the event and the Name of the Student Organization.

**Chalking:**
Front of the Library, Z6, UCC, Quad area of Pafford/Boyd/ Humanities, from the library to the UCC, Front of Campus Center— but NOT under roof cover. **DO NOT** chalk on brick pavers or other surfaces.

**Displays:**
Z6— contact Aramark/Food Services

The policies and procedures in this brochure are subject to change. Changes will be forwarded to registered student organizations.

**Free Resources:**
- **University Newspaper Announcements**
The West Georgian
E-mail: uwgpaper@westga.edu Phone: 678-839-6527
- **University Radio Station**
WUWG FM
Phone: 678-839-6631
- **The WOLF Internet Radio**
E-mail: thewolf@westga.edu Phone: 678-839-6631
Phone: 678-839-WOLF (9653) Request Line
- **Residence Hall TV Announcements**
Send PowerPoint Slides to Residence Life
E-mail: resview@westga.edu Phone: 678-839-6426
- **Campus Chronicle and Press Release**
University Communications and Marketing
Phone: 678-839-6464
- **University TV Announcements**
Channel 13
Phone: 678-839-6461
- **Mailing Labels for Student Organizations**
Center for Student Involvement
Phone: 678-839-6526
- **Campus Portal- MyUWG**
E-mail: servicedesk@westga.edu
- **Paper Banners: Creation Station**
Make your own banner
Location: Room 321 in the Campus Center
Phone: 678-839-6526
- **Student Involvement Online Calendar**
www.westga.edu/csi
click on “Submit your Event”
Phone: 678-839-6526