PUB Posting Policy

1. All posters MUST be brought in to the PUB Information (Formerly the PUB Administration) Office to be approved.
2. If you are posting about an event happening ON campus, you must include the ADA Statement. If you are posting about an OFF campus event, you are not required to post the ADA. However we still encourage you to do so.
3. Once your poster is complete and stamped in PUB 212 whoever is working in the office will keep 4 copies to hang on boards in the PUB. PUB Information will also take them down from the PUB boards when they expire. ALL other posters must be hung around by the individual/group, and taken down by the individual/group when they expire. PLEASE REMEMBER TO TAKE THEM DOWN!
4. When posting on boards around campus, it is important to remember not to take down or cover up another group’s poster. Please try to keep posters from hanging over the boarder of the bulletin board.
5. Acceptable Poster size is anything up to 8.5x11, or legal size. We will not accept anything larger.
6. Lastly, do not duplicate posters. We will only hang one poster per event, due to the large amount of posters that come in. Only one poster allowed on each board.

ADA Statement: (This does not need to be the same exact words, as long as the point gets across)

Persons with disabilities or needing special accommodations may contact.. blah blah at 000-000-0000 or blah blah@eagles.ewu.edu

Thank you for your interest in posting in the PUB and around campus! If there are ever any questions about posting please contact PUB Information (PUB 212) at 509-359-7921, or at pubadmin@ewu.edu