



POSTING CRITERIA

REQUIREMENTS:

- Subject must pertain to academics and must be engineering related.
Subject should not pertain to personal advertising.
Posting(s) must be 8 1/2" x 11" (letter size), or 8 1/2" x 14" (legal size).
Posting(s) must include the beginning and ending date of the event.
Posting(s) must be stamped by the Dean's Office.
Person posting is responsible for removing posting(s) once the event has passed.
Posting(s) for other criteria not events will remain up for only 2 wks. Please remove afterwards.
Your event/flyer should not last an entire semester.

PLACES ALLOWED FOR POSTING:

- Engineering Building 1 (D): May only post around elevator doors and area bulletin boards. Do not post on elevator Doors
Engineering Lecture Hall (D2): May only post on the inside of glass doors and/or room doors. Do not post on the sliding glass doors.
Engineering Building 2 (D3): May only hang on posting strips. Do not post between elevators. NO POSTING ON 4th FLOOR.

PLACES NOT ALLOWED FOR POSTING:

- Do not post on any glass cabinets and/or walls. You may only post on windows, doors, and glass doors that are permitted in the three buildings (see above three bullets for specifics.)

VIOLATIONS WILL RESULT IN THE FOLLOWING:

- Posting(s) will be removed immediately.
You and/or your organization will be notified that the privilege to post in the Cullen College of Engineering will be revoked if a second violation occurs.

(Cut here and give top portion to person posting. File bottom portion.)

I have read and understood the Cullen College of Engineering's policies concerning the posting criteria. I also understand that the Dean's office will take appropriate action if I am found in violation of procedures.

Signed: _____ Date: _____

Print Name: _____ Phone number: _____

Email: _____ Organization: _____

Staff Initials: _____

EDO File Copy 1st violation ___ 2nd violation ___ Staple copy of posting.