College of Architecture Posting Guidelines

DATE: October 28, 2016

GUIDELINES:

1. Post to the bulletin board area only. No posting to elevators, buttons, floor signs, or any other surface. Contact Terah Maher, Exhibition Coordinator, if you desire to post in non-designated areas for approval. No posting at the end of hallways, these areas are reserved for student work.

2. One announcement per floor on floors 3 to 10. Post on the boards on either side of the elevator. Two announcements are allowed in G-level and C-Level.

3. Architecture announcements only on floors 3-10. General programs, Architecture, Art announcements only on G-level and C-level. Large bulletin board on Ground Floor is reserved for Academic Programs only and University-wide announcements.

4. Be considerate and avoid posting over existing announcements.

5. All posted materials should be taken down 3 days after the date of the event/activity has passed.

6. Any material that still up 5 days after the date of the event as stated on the announcement will be discarded

7. It is the responsibility of each faculty/staff/student and organization or groups to take down their posted material and discard them properly.