



CAMPUS EVENTS

COLORADO SCHOOL OF MINES

▲ CONFERENCE SERVICES ▲ STUDENT CENTER SERVICES ▲ GREEN CENTER SERVICES

POSTER & EVENT PROMOTION GUIDELINES

- I. Posters must be stamped “Approved for Posting” by the [Student Activities Office \(SAIL\)](#) located on the first floor of the Ben Parker Student Center in suite E120. [See map!](#)
- II. Any promotion or marketing materials must be posted on designated bulletin boards **ONLY**
 - a. Any and all materials posted on non-designated areas (e.g. bathroom stalls) will be removed
- III. Posters and other promotion materials cannot be any larger than 8.5” x 11”
 - a. Exceptions **may** be made for professional promotions
- IV. No staples may be used – **PUSHPINS ONLY**
- V. Posters will stay up for a maximum of **30 days**
- VI. Tables tents must be stamped “Approved for Posting” by the Student Activities Office (SAO)
 - a. These may only be stay up for a maximum of **1 week**
 - b. If table tents are to be utilized, please contact Sodexo Catering at catering@mines.edu.

POSTING WITHIN RESIDENCE LIFE:

- I. **ALL POSTERS** to be hanged in residence halls **MUST** receive a second stamp from the Campus Living Office
- II. The Residence Life staff will hang posters on your behalf
- III. Please submit forty-six (46) copies for distribution
- IV. **NO** outside vendors are allowed to use the residence halls for marketing/promotion initiatives

Please see page 2 of this document for Approved Posting Areas.

COLORADO SCHOOL OF MINES

APPROVED POSTING AREAS

<p style="text-align: center;"><u>Anderson Hall</u></p> <ul style="list-style-type: none"> ❖ 1st floor, west wall, three boards ❖ 2nd floor, west wall, one board near southwest stairwell ❖ Both west stairwells 	<p style="text-align: center;"><u>Marquez</u></p> <ul style="list-style-type: none"> ❖ 1st floor, next to Room 122 ❖ 1st floor, south side, above the piano
<p style="text-align: center;"><u>Arthur Lakes Library</u></p> <ul style="list-style-type: none"> ❖ North hall, main floor ❖ Above copiers on main floor 	<p style="text-align: center;"><u>Coolbaugh Hall</u></p> <ul style="list-style-type: none"> ❖ 1st floor, right of south entrance ❖ 2nd floor, right of south entrance ❖ 3rd floor, right of south entrance
<p style="text-align: center;"><u>Berthoud Hall</u></p> <ul style="list-style-type: none"> ❖ 1st floor, left of north entrance, half is available for general posting ❖ 2nd floor, left of north entrance, half is available for general posting 	<p style="text-align: center;"><u>Engineering Hall</u></p> <ul style="list-style-type: none"> ❖ Both entrances to the building
<p style="text-align: center;"><u>Brown Building</u></p> <ul style="list-style-type: none"> ❖ 2nd floor, 3 boards, mail hall (east wall), southern entrances ❖ 3rd floor, main hall (east wall) 	<p style="text-align: center;"><u>Hill Hall</u></p> <ul style="list-style-type: none"> ❖ 1st floor, left of main entrance
<p style="text-align: center;"><u>Chauvenet Hall</u></p> <ul style="list-style-type: none"> ❖ 1st floor, west entrance ❖ 2nd floor, north wall 	<p style="text-align: center;"><u>Meyer Hall</u></p> <ul style="list-style-type: none"> ❖ 2nd floor, south wall, between east and north stairwell (2 boards) ❖ 3rd floor, south wall, near east stairwell
<p style="text-align: center;"><u>Volk Gymnasium</u></p> <ul style="list-style-type: none"> ❖ 2nd floor, west wall, three boards 	<p style="text-align: center;"><u>Stratton Hall</u></p> <ul style="list-style-type: none"> ❖ Basement floor, near elevator ❖ 3rd floor, near north wall
<p style="text-align: center;"><u>Student Center</u></p> <ul style="list-style-type: none"> ❖ 2nd floor, across from Ballrooms A&B 	