

Viking Union Poster, Banner, and Kiosk Guidelines

POSTERS

- Posters may not be larger than 11"x17"
- Promotions of alcohol and controlled substances are not allowed
- When enclosed posting boards are full, prioritization will be given to event related postings
- Putting up a poster yourself is only allowed on established open posting boards
- When posting on open posting boards, do not post over current events
- Only one poster per event per board is allowed
- AS sponsored posters must exhibit the AS logo and recycle symbol (or message encouraging recycling)
- Western and AS sponsored posters are required to exhibit the phrase "Western is an equal opportunity institution" and, if an event, contact information for disability accommodations. If from an AS office or club, this should be as.doc@wwu.edu.

The AS Publicity Center will post in **enclosed posting boards**, (glass cases), around the VU and across campus for no cost. Please note: **These boards are reserved for Publicity Center posting only**. Any materials not posted by Publicity Center staff will be removed from these boards. Drop off the appropriate number of items to be posted with the Information Coordinator in VU535, or send to/drop off at the Publicity Center in VU 411.

Associated Students and WWU Posters: Maximum quantity **42***

- 21 posters go to Residence Life
- 5 posters go to glass cases in the VU
- 15 posters go to glass cases around campus
- 1 poster goes to PC archives
- ***By request of AS groups**, 10 can go out into the community, **total of 52 posters**

Non-University Related/Non-profit posters: Maximum quantity **4**

- 4 posters will go to glass cases in the VU and around campus

We cannot provide any posting services to for-profit organizations.

Enclosed posting boards are located in the following places and reserved for Publicity Center staff posting only

- Viking Union west elevator lobbies
- Viking Union 552, adjacent to entrance
- Bulletin boards in the Underground Coffeehouse and by the VU Market
- Various enclosed bulletin boards on exteriors of many campus buildings including:
 - Viking Commons entrance
 - Wilson Library
 - Haggard Hall
 - Humanities
 - Old Main
 - Bond Hall
 - Miller Hall
 - Biology
 - Chemistry
 - Environmental Science, north and south sides
 - Communications, east and west sides
 - Academic West, north and south sides

- Fairhaven Administration building

Self-use open posting boards are located throughout campus. These non-enclosed boards are for Western sponsored as well as non-profit and commercial promotional materials. Current open posting boards are in the following locations around campus

- Arntzen Hall, by AH100
- Old Main 1st floor, outside of OM100
- Bond Hall, 1st floor on both ends
- Miller Hall, by west entrance
- Fraser Hall, inside on left and right
- Ross Technology, 1st floor in hallway at north end
- Parks Hall, 1st floor
- Fairhaven College Administration near entrance
- Fairhaven College Main Lounge
- SMATE on west end

For sale and want ads are not allowed on reserved or open posting boards. For help with housing related advertising, please contact Western Off Campus Living at <https://offcampusliving.wvu.edu/>.

BANNERS

Both Exterior and Interior Banners need reservations. Reservations may be made with the VU Reservations Office (VU535).

Exterior Banners

Banners are large format posters measuring exactly 3' x 8'. They must be rectangular and produced on with non-water-soluble ink. Banners may be digitally printed at the AS Publicity Center, in Viking Union 411 or at the campus copy center, for a small charge. All banners will be taped to a solid backer and placed by AS Publicity Center staff. If the Publicity Center isn't producing your banner for you, please drop it off at the Publicity Center at least one day prior to your reservation with your reservation date and location attached.

NOTE: There is only one vertically oriented banner space available. It's on the East side of Bond Hall facing Red Square. All others are horizontal!

Only banners advertising events of a campus-wide nature, sponsored by University organizations, will be approved for posting. On-going promotional material is not allowed in exterior banner spaces.

Banners will be approved for a maximum of one week per event per month. Generally, each organization will be given only one location to post a banner. Exceptions will be made based on the demand for banner spaces.

Exterior Banner posting locations:

- Academic West, two on wall facing Student Rec Center and one on east side
- Arntzen Hall, on middle pillar in front of building
- Bond Hall, one on east wall by stairs into Red Square and one above bike racks facing Red Square (only vertical oriented space!)
- Environmental Science, two locations, one on northwest corner facing Arntzen and one on southwest corner next to the stairs facing the AIC
- Fraser Hall, two on wall facing Red Square
- Haggard Hall, behind bus stop
- Humanities, on wall between Wilson Library
- Miller Hall, facing Red Square
- Viking Union, two hanging from roof on front of VU, facing High Street

- Viking Commons, one north of Viking Commons entrance, facing High Street
- Wilson Library, one above bike racks, facing Humanities

Once the banner has been approved and you have determined the exact posting location, drop off your banner with the AS Publicity Center. All banners must be put up by Publicity Center personnel. Please allow two working days for placement of your banner. This service is free.

Interior Banners

Interior banners in the Viking Union are for ongoing office/club promotion only, and measure 3' wide by 7' tall. They hang from the 7th floor skybridge above the 6th floor lobby. All spaces are vertically oriented and must be reserved through VU Reservations in VU535 and hung by Publicity Center staff at no charge. If the Publicity Center isn't printing your banner, please drop it off at the Publicity Center at least two days prior to your reservation with your reservation date and location attached. Interior banners may be printed by the Publicity Center or the campus copy center for a small charge.

KIOSKS

Kiosks are plexi-covered bulletin boards with six sides, each side is reservable through VU Reservations in VU 535. There are two kiosks on campus - one in Red Square and one in front of Arntzen Hall. They measure 40" wide x 52" tall. Printing of kiosk displays may be done at the Publicity Center or the campus copy center for a small charge. All kiosk displays are placed by Publicity Center staff. If the Publicity Center isn't printing your kiosk display, please drop it off at the Publicity Center at least two days prior to your reservation with your reservation date and kiosk location attached. We recommend your display be printed on vinyl or some other water proof material. Kiosk displays are exclusively for University affiliated organizations and events.