

Posting Guidelines in the College of Business Building

Posting of flyers and informational announcements is strictly prohibited without prior approval of the College of Business Dean's Office, room 401, 438-2251. Items should be submitted to the Dean's Office for approval. Approved items will be stamped and dated prior to posting by staff in the Dean's Office.

Areas Available for Posting

1. **Classrooms**
 - a. Bulletin board strips in classrooms are reserved exclusively for academic related announcements from the College of Business Dean's Office, Departments, and Advisement Center. (26 rooms)
 - b. No other information will be allowed for posting in classrooms.
2. **Atrium – Lower Level – Bulletin Boards**
 - a. Two bulletin boards are available for general posting.
 - b. Posting is limited to no more than two weeks.
 - c. Items submitted for posting should measure no larger than 8 ½" x 11" (letter size).
 - d. Items submitted for posting should be of interest to College of Business students and reflect the mission and Standards for Professional Behavior outlined by the College of Business.
3. **Atrium – Lower Level-Table Tents**
 - a. Table tents may be placed on tables in the student lounge/study area.
 - b. Posting is limited to no more than one week.
 - c. Table tents must measure no larger than 4" x 6" folded.
 - d. Items submitted for posting should be of interest to College of Business students and reflect the mission and Standards for Professional Behavior outlined by the College of Business.
4. **Atrium – Lower Level – Bulletin Boards (glass enclosed)**
 - a. One glass enclosed bulletin board is available to post information about events.
 - b. Posting is reserved exclusively for activities of an academic nature, student organization and/or career related.
 - c. Items submitted for posting should measure 8 ½" x 11" (letter size).
5. **Public Information System - LCD Panels on 1st, 3rd, and lower level of building**
 - a. Information posted will include COB & University activities
 - b. Events are posted the day prior to and day of an event
 - c. Major events are posted for longer periods of time
 - d. Primarily for events being held in the COB Building

**Departments, Schools, Institutes, and Centers in the College of Business also have areas where announcements can be posted. You must check with each area to see what options might be available: 129 – Academic Advisement Center; 201 – MBA Program; 212 – SBDC & the Institute for Entrepreneurial Studies; 250 – Management & Quant. Methods Dept.; 301 – Accounting Department; 352 – Marketing Department; 434 – Finance, Insurance, and Law Department.*