Advertising on Campus

All on campus advertising must follow the **Campus Posting Guidelines** outlined by the WUC Information Desk. These guidelines ensure that all advertisements are curated with important information for students to have equitable access to an event. Below you will find a breakdown of this guideline in order to post your advertisements on campus and some additional helpful information.

Campus Posting Policy Breakdown:

- Title of the event/activity
- Where the event/activity is being held
- What time the event/activity is
- Name/logo of the sponsoring WOU organization or department
- IFC funded organizations must place the IFC logo on all advertisements
- Contact name and email address
- A rectangular white space at the bottom of the advertisement designated for the WUC Information Desk stamp, DAS statement (a recommendation based on accessibility of this information), and IFC logo (if applicable)
- How much is charged for admission (if applicable)
- Disability Access Services Requirements
    - If you have requested Deaf and Hard of Hearing Services include: “Captioning and ASL interpreters will be provided.”
    - Event Poster Statement: "If you would like to request a disability-related accommodation(s) to participate in a WOU activity or event, complete the online request form at least three (3) business days in advance. If you are faculty or staff and have questions, please contact Human Resources at 503-838-8490 or email hr@wou.edu. If you are a student or community member and have questions, please contact Disability Access Services (DAS) at 503-838-8250 or das@wou.edu.”

Additional Information:

- **Quantity and Specifics:**
    - 33 posters can be stamped by the WUC Information Desk
    - 10 stamped posters go to housing, an additional 37 can be given unstamped
    - Print advertisements can not exceed 17” X 22”
- **Posting:**
    - Posters must be stamped by the WUC Information Desk and can be placed up 2 weeks in advance and no later than 5 days in advance
    - Poster locations are specified by the WUC Information Desk in this poster handout
    - All organizations/individuals are responsible for distributing the signs/posters and for removal within 72 hours of the event
- **Other Advertising Avenues:**
    - Sandwich Boards (reserve through the WUC Information Desk)
    - Reader Boards - TV Displays (anything that you would like to be displayed on one of the reader boards should be sent to studentaffairs@wou.edu)

Important Links:
Poster Location Handout
Disability-Related Accommodations Request Form