

## University Housing Posting

- To poster in the nineteen Residence Halls, the following must be followed:
  - Registered Student Organizations (RSOs) and University Departments are allowed to post information about programs or events in residence halls
  - The name and contact information of the RSO or Department must be on all posters
  - Postings need to advertise a program or an event. A flier espousing a viewpoint only will not be approved for postering
  - No commercial solicitation is allowed in the advertisement
  - Advertisements which openly endorse a particular commercial interest or product are prohibited
  - Agencies or individuals unrelated to the university are not permitted to post in the residence halls.
  - Candidates for public office can request to post campaign fliers in the residence halls only through an RSO related to their campaign. That related RSO can then request permission to post campaign information in the halls about a specific candidate
  - Ideal poster size is 8 by 11, anything larger will be folded
  - A copy of the poster must be submitted to Desk Services via email prior to approval—[deskservices@housing.wisc.edu](mailto:deskservices@housing.wisc.edu)
- Upon receiving approval, the front desks will be notified
  - Deliver to each of the front desks at least 10 days before the event

Anything less than 7 days might not be posted

- Deliver the following number of posters to the appropriate desks:
  - Smith Hall, Susan Davis and Merit: Smith Hall Desk, 35 N. Park Street
    - 3 posters
  - Ogg Hall,: Ogg Hall Desk, 835 W. Dayton Street
    - 1 posters
  - Sellery Hall: Sellery Hall Desk, 821 W. Johnson Street
    - 1 poster
  - Witte Hall: Witte Hall Desk, 615 W. Johnson Street
    - 1 poster
  - Chadbourne Residential College: CRC Hall Desk, 420 N. Park Street
    - 2 posters
  - Elizabeth Waters: Elizabeth Waters Desk, 1200 Observatory Drive
    - 1 poster
  - Tripp, Adams, Slichter: Carson Information Desk, 1515 Tripp Circle
    - 20 posters
  - Cole, Sullivan Hall, and Leopold: Frank Holt Center Desk, 1650 Kronshage Drive
    - 15 posters

- Kronshage Hall: Frank Holt Center Desk, 1650 Kronshage Drive
    - 10 posters
  - Dejope and Phillips Halls: Dejope Desk, 640 Elm Dr
    - 14 posters
  - Bradley Hall: Dejope Desk, 640 Elm Dr.
    - 1 poster
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- Any posters found that have not gone through the approval process may be denied future approvals. Any organization with posters found in the halls that have not gone through the approval process may be denied future poster approval. Contact Desk Services at [deskservices@housing.wisc.edu](mailto:deskservices@housing.wisc.edu) with any other questions