**2013-2014 GUIDELINES FOR POSTING MATERIALS AT CASCADIA**

**GREEN FOR GO**

**Please make sure your posters conform to all of the following:**

1. The poster identifies the sponsoring class project, club, or organization and includes contact information
2. The poster includes the college’s non-discrimination statement (located in footer of website)
3. The poster includes event accommodation request information when relevant:

“*To request reasonable accommodation to participate in this event,*

*contact Disability Support Services at 425-352-8128.”*

1. The poster has “approved until” official stamp from the Information Desk on first floor of CC1
2. The posters will be mounted using blue tape only in small loops on the back of posters and flyers
3. The posters will appear on concrete walls only
4. The number of printed posters will not exceed

5 small (11” x 17” or under) on each floor of CC1/2 and CC3 for a total of 35

1 large (11” x 17” or larger) on each floor of CC1/2 and CC3 for a total of 7

**RED FOR STOP**

**The following are not permitted:**

1. No discriminatory or defamatory language or inaccurate claims
2. No posters on white walls, elevators, windows, doors, building signage or maps, building exteriors, vending machines, or emergency devices
3. No adhesive other than blue painters tape; no glues, stickers, or other types of tape permitted
4. No posters promoting services or products offered by individuals or organizations that are not officially affiliated with or sponsored by the college shall adorn the walls. (For example: private tutors, apartments for rent, books for sale, etc.) Specific cork boards have been provided as follows:

Transportation boards near CC1-101 and CC3-101

Items/Services for sale near CC1-243 and CC3-101

Housing opportunities near CC1-311 and CC3-101

1. No posting in hallways outside of Administrative Offices located on 2nd floor of CCS north of the piano

**IF IN DOUBT…**

**Contact College Relations:**

If you have any questions, please email mwalker@cascadia.edu