

Postings

To post in the seventeen undergraduate Residence Halls, the following guidelines 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 posting.
- 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. Non-RSOs and anyone unrelated to the university are able to posts on kiosks outside Holt Commons and Gordon Commons.
- 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 me be folded or covered.
- A copy of the poster must be submitted to Desk Services via e-mail prior to approval.

To receive poster approval, please send one copy to Amanda Thwing via email to desk services@housing.wisc.edu.

Upon receiving the poster copy, Amanda will contact the front desks informing them they have been approved to be distributed to the respective units. We will no longer be sending out these posters to each of the halls ourselves. Your RSO or Department will need to deliver to each of the front desks at least 10 days before the event. Any postings received less than 7 days before the event might not be posted.

The requested numbers have been determined by each hall staff as to amount of bulletin board space they have available in the units. Please do not deliver more than requested. Desks will hold on to the posters you have delivered and will NOT distribute posters until they have received the approval from Desk Services.

The numbers are:

Hall Name	Hall Desk	Hall Address	Number of Posters
Smith Hall, Susan Davis and Merit	Smith Hall Desk	35 N. Park Street Madison, WI 53715-1218	8
Ogg Hall	Ogg Hall Desk	835 W. Dayton Street Madison, WI 53706-1799	1
Sellery Hall	Sellery Hall Desk	821 W. Johnson Street Madison, WI 53706-1798	3
Witte Hall	Witte Hall Desk	615 W. Johnson Street Madison, WI 53706-1792	2
Chadbourne Residential College	CRC Hall Desk	420 N. Park Street Madison, WI 53706-1489	2
Elizabeth Waters	Elizabeth Waters Desk	1200 Observatory Drive Madison, WI 53706-1292	1
Tripp Adams Slichter, Friedrick	Tripp Desk	1510 Tripp Circle Madison, WI 53706-1294	22
Kronshage, Cole, Sullivan, Bradley	Holt Desk	1650 Kronshage Drive Madison, WI 53706-1277	4
Frederick Hall	Holt Desk	1950 Willow Drive Madison, WI	5

Any postings found within the halls that have not gone through the approval process with Amanda Thwing will be removed. Any RSO may be denied future approvals if unapproved posting is an ongoing problem. If you have any additional questions about posting, please contact Amanda Thwing at 265-6616.