

Poster Distribution Route(Updated Fall 2019)

Building	Office (if applicable)	Submitting Contact/Instructions; (# of Posters)
Putnam University Center		
	<i>Bistro (1st floor)</i>	Manager on site (unlimited based on window space)
	<i>OSA (2nd floor)</i>	Zachery Cardoso (1)
	<i>Chaplains (2nd floor)</i>	Office assistant or chaplain (1; either on board or glass)
Mark O. Hatfield Library		Library desk (1; board in Fishbowl)
Rogers Music Center		Diane Trevett (RMC 103) (4; includes FAE and FAW)
Pelton Theatre		Stephen Alexander (Pelton 139) (1)
Matthews		
	<i>Housing</i>	Administrative Assistant (37; 1 per RA, inquire for more info)
Montag Center		Approval not needed; post with blue tape (1)
Bishop Wellness Center		Approval not needed; post with pins (1; board outside Bishop)
Ford Hall		
	<i>Admin. Assistant</i>	Trina Morgan (Ford 317) (2; 3 if including World Lang. Center)
Smullin/Walton		
	<i>Admin. Assistant</i>	Tamara Neely (Smullin 108) (1)
	<i>Economics</i>	Pam Smith (Smullin 312) (1)
Eaton		Sandy Dubuque (Eaton 107) (4)
Collins Science Center		Amy Schwartz (Collins 202) (1)
Olin Science Center		Mary Martin (Olin 202) (2)
Art Building		Ahna Piatt (Art 200) (1)
Goudy Commons		Approval not needed; post with pins (1; board near dish drop-off)
Student Center for Equity & Empowerment		Black mailbox to the right of the door (inside) (1)
Sparks Center		Office Staff (1)
Tokyo International University of America		Front desk (2nd floor of North wing) (2)

Total: 29 (excluding residence halls)
66 (including residence halls)

*Posters should be 11"x17" and **must** contain event title, location, and contact information (email address or phone number).*

Posters for events must also include the following disability statement: "If you require accommodation for this event, contact the Office of Equity, Diversity, and Inclusion at 503-370-6195." Stickers including the statement available in the Office of Student Activities (on the 2nd floor of the UC).

*You are responsible for removing your organization's posters **24 hours** after the conclusion of your advertised event. If you post anywhere else, you must use **blue tape**, or you will be held liable for any potential damages from other posting materials.*