

**Poster Distribution Route**  
(Updated Fall 2023)

<b>Building</b>	<b>Office (if applicable)</b>	<b>Submitting Contact/Instructions; (# of Posters)</b>
Putnam University Center		
	<i>Bistro (1st floor)</i>	<b>Manager on site</b> (2; unlimited based on window space)
	<i>SEAL (2nd floor)</i>	<b>Office Assistant</b> (2; North entrance board & Jackson Plaza cases)
	<i>Chaplains (2nd floor)</i>	<b>Office assistant</b> or <b>Chaplain</b> (1; either on board or glass)
Mark O. Hatfield Library		<b>Library desk</b> (1; board in Fishbowl)
Rogers Music Center		<b>Rogers Music Center Front Office</b> (3; includes FAE and FAW)
Pelton Theatre		<b>Stephen Alexander</b> (1; Pelton 139: Leave poster on glass table in reception room)
Matthews	<i>Housing Office</i>	<b>Patty Shoemaker</b> ; Housing (36; 1 per RA, inquire for more info)
The GRAC		<b>Lisa Logan</b> (1; slide under the door)
Montag Center		<b>Approval not needed</b> (1; post with blue tape)
Bishop Wellness Center		<b>Approval not needed, Only Post if Space; Post with Pins</b> (1; board outside Bishop)
Ford Hall	<i>Admin. Assistant</i>	<b>Sandra Dubuque</b> (3; Ford 317, 1 per floor)
Smullin/Walton		
	<i>Admin. Assistant</i>	<b>Andrew Toney (Smullin 108)</b> (2; 1st Floor)
	<i>Economics</i>	<b>Pam Smith (Smullin 312)</b> (1; 3rd Floor)
Eaton		<b>Reyna Meyers</b> (4; Eaton 107)
Collins Science Center		<b>Mary Martin</b> (2; Collins 202: Slip Under Door)
Olin Science Center		<b>Mary Martin</b> (2; Olin 202: Slip Under Door)
Art Building		<b>Ahna Piatt</b> (1; Art 200: Leave on desk and Email Piatt)
Goudy Commons		<b>Check In Worker</b> (1; Leave with them to be put up on poster board)
Office of Intercultural Engagement and Inclusion		<b>Juliane Corpus</b> (1; Leave in Black mail tray to the right of the entry door inside)
Sparks Center		<b>Student Worker</b> (1; Leave with employee at check-in desk)
Atkinson Graduate School of Management		<b>Main Office</b> (4; leave with a sticky note that says Dave Sundby)

*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 accessibility statement: "If you require accommodation for this event, please contact (insert email of event organizer)."*

*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.*