

# Posting Guidelines at MSUB

Knowing what to post and where to post on campus



## Posting by MSUB General Guidelines

- Postings **must be approved by the Center for Engagement prior** to posting
- Postings must **state the name of the sponsoring organization/ department**
- There Bulletin boards designated for specific use/departments are off-limits
- Postings may not obstruct traffic flow and/or damage surfaces
- Materials may be posted for **no more than thirty (30) days**
- The Student Union Building Managers reserve the right to remove items at their discretion if space is needed

*For the complete policy on posting materials on campus, please visit  
the Center for Engagement, Student Union 221*

## Student Union Building (SUB)

- 3 bulletin boards for on-campus entities; 1 bulletin board for off-campus entities.
- Postings must be approved by Center for Engagement, SUB 221.

## College of Education

- 2 bulletin boards
- Postings must be approved by Cathy B (COE 261) or Pam S (COE 219)

## Cisel Hall

- 1 bulletin board
- Postings must be approved by Connie Nelson (CI 119)

## McDonald Hall

- 2 bulletin boards
- Postings must be approved in McD 300

## Liberal Arts Building

- 8 bulletin boards by the elevators
- Postings must be approved by the Dean's office & officially stamped.
- To see the full policy for the LA building, please visit the Dean's office.

## Science Building

- Send an electronic poster to [dloomer@msubillings.edu](mailto:dloomer@msubillings.edu) for her to upload on the screen.

## Alterowitz Gym

- 1 bulletin board near the tunnel entrance

## City College

- 1 bulletin board & 1 kiosk in the Tech Building, 2 bulletin boards near the restrooms in Health Sciences Building

## Questions?

Contact the Center for Engagement Office, SUB 221, 406-657-2387