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 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

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