Any campus student organization not affiliated with Housing and Residence Life must have all posters approved through the Student Programs Coordinator, Katy Braunsky (BRAUNSKG@uwec.edu).

Posting requests must be received at least 3 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit 1 physical copy of the poster, or email a jpeg or pdf directly for approval. Once approved, additional copies of printed materials may be delivered to the Think Tank (Hilltop 12, located in the basement of the Hilltop Center). The Think Tank staff will ensure proper and timely distribution of all materials. Posters/flyers from clubs, organizations, or businesses not affiliated with UWEC campus departments/offices or Housing organizations are limited to 1 per hall lobby (15 total copies), should they be approved for distribution. UWEC campus departments and offices will be considered for distributions of up to 1 per RA + 1 per lobby (145 + 15 = 160 copies). *Please note that approval is not guaranteed!

Mailbox stuffers must be approved through the Residence Hall Association (RHA) at a General Assembly meeting. Please e-mail RHA@uwec.edu to arrange a date for your organization to present the materials to the General Assembly- please note that it may take up to 2 weeks (2 meetings) to process requests. At the time of presentation, you will need to provide an exact copy of what you intend to distribute to present to the group. Changes are not to be made after approval. Materials should be dropped off at the Think Tank (Hilltop 12) at least 3 business days prior to the date you intend for them to be distributed. Staff will ensure proper and timely distribution of all materials. Approximately 1,980 copies are needed for a 1 per mailbox stuffing.

In order to conserve paper, we ask that you consider digital options of your publicity, which may be posted to the TVs in each of residence halls.

For local news releases, social media releases, and UW-Eau Claire Calendar of Events: Contact the Integrated Marketing and Communications Department at imc@uwec.edu or stop in Vicki Lord Larson Hall 2150.

For an ad on TV-10, please e-mail your information on one Power Point slide tdv10@uwec.edu. The Think Tank can also assist in placing your information on the Housing Calendar of Events, and on social media. Please e-mail Katy Braunsky (BRAUNSKG@UWEC.EDU) with all the information you wish to put on the Housing Calendar, or call 836-4438.