

Policies: Housing & Residence Life Posting

Last Modified on 04/04/2023 2:31 pm CDT

Distribution & Approval

Any UWEC campus student organization not directly affiliated with Housing and Residence Life must have all posters approved through the Assistant Director for Leadership and Education, Dani Chepil at olsond@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 a jpeg or pdf directly for approval via email. Once approved, physical prints or copies of materials may be delivered to the Housing Office. If dropping off between 4 PM – 10 PM, it can be dropped off at the Suites Front Desk. Non-Housing organizations are limited to 1 poster/flyer per hall lobby (15 total copies) and may inquire about digital displays. The Think Tank staff will ensure proper and timely distribution of all materials.

Community businesses, clubs, or organizations not affiliated with UWEC campus departments/offices or Housing organizations are limited to 1 poster/flyer per hall lobby (15 total copies), should they be approved for distribution through the Assistant Director for Leadership and Education, Dani Olson at olsond@uwec.edu. Posting requests must be received at least 5 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit a jpeg or pdf directly for approval via email.

UWEC campus departments and offices will be considered for distributions of up to 1 per RA + 1 per lobby (140 copies) and may inquire about digital displays. Designs will need to be approved for distribution through the Assistant Director for Leadership and Education, Dani Olson at olsond@uwec.edu. Posting requests must be received 5 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit a jpeg or pdf directly for approval via email. Poster must not be printed larger than 11 x 17.

NOTE: Approval is not guaranteed. The life of the poster is 1 full week (7 weekdays) from the date of posting.

Mailbox Stuffers

A "mailbox stuffer" is defined as anything placed in resident mailbox that does not come from the US Postal Service as registered mail. All requests for mailbox stuffers must be approved through the Residence Hall Association (RHA) at a General Assembly meeting approximately 2 full weeks prior to distribution needs - this is to allow for the review and voting process (2 full meetings).

Please e-mail RHA@uwec.edu to arrange a date for your organization to present the materials to the General Assembly. At the time of presentation, you will need to provide an exact copy of what you intend to distribute to present to the group. All suggestions or requests for changes must be honored by the publishing group.

Please note:

- Changes are not to be made after RHA's approval.
- Materials should be delivered to the RHA/NRHH Office (22 Bridgman Hall) to ensure proper and timely distribution of all materials.
- Approximately 2,015 copies are needed for a 1 per mailbox stuffing.
- Please drop off all materials at least 3 business days prior to the date you intend for them to be distributed.
- Please see the individual Hall Director if you are interested in posting ONE sign in a specific building or if you are interested in hosting a booth in their lobby.
- To conserve paper, we ask that you consider digital options for your publicity.

Media Releases

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

For an ad on TV-10, please e-mail your information on one PowerPoint slide to tv10@uwec.edu.
