

**HANG** – Hang procedure is defined as the responsibility of the organization or department to tack/staple items to bulletin boards. Posting on top of other flyers is not permitted. All Registered Student Organizations (RSO's) and departments are responsible for removing all of their publicity after the event.

**DROP** – Drop procedure is defined as leaving items to be hung by the staff of the respective buildings/departments listed below.

<b><u>Building</u></b> (Bld. #)	<b><u># of Posters</u></b>	<b><u>Procedure</u></b>
<b>Alumni House</b> (9)	1	<b>DROP</b> at front desk
<b>Administration Bld.</b> (1)	1	<b>DROP</b> at Wahtera Center, 130
<b>Academic Office Bld.</b> (5)	1	<b>DROP</b> at School of Business & Economics Office, 106
	1	<b>DROP</b> at Social Sciences Office, 209
<b>ROTC Building</b> (4)	1	<b>DROP</b> at room B013
<b>Mechanical Eng. – Eng. Mechanics</b> (20)	1	<b>*HANG</b> on bulletin board near room 125
<b>Memorial Union Bld.</b> (34)	2	<b>DROP</b> at MUB Manager's Office, 101
	1	<b>DROP</b> at MUB Board desk, 106
<b>Chemical Sciences &amp; Eng.</b> (19)	1	<b>*HANG</b> on bulletin board near 102
	1	<b>*HANG</b> on bulletin board near 107
<b>Electrical Energy Resources Ctr.</b> (7)	2	<b>DROP</b> at main level office, 121
<b>DOW Environmental Sciences &amp; Eng.</b> (8)	1	<b>DROP</b> at Civil & Environmental Eng. Office, 870
<b>Kanwal &amp; Ann Rekhi Hall</b> (28)	4	<b>DROP</b> at Computer Science Department Office, 221
<b>Fisher Hall</b> (15)	1	<b>*HANG</b> on bulletin board near Physics Office, 118
	1	<b>*HANG</b> on <u>ONE</u> of the three bulletin boards near rooms 138/139
<b>Grover C. Dillman Hall</b> (14)	1	<b>*HANG</b> on bulletin board near 102
<b>Minerals &amp; Materials Eng.</b> (12)	2	<b>*HANG</b> on bulletin boards near U113 & U115
<b>Hamar House</b> (13)	1	<b>DROP</b> at main level office
<b>Walker – Arts &amp; Humanities</b> (11)	1	<b>*HANG</b> on bulletin board near 140
	1	<b>DROP</b> at Visual & Performing Arts Office, 209
	1	<b>DROP</b> at Humanities Office, 319
<b>Douglass Houghton Hall</b> (31)	1	<b>*HANG</b> on bulletin board near Central Lounge
<b>West Wadsworth Hall</b> (37)	1	<b>*HANG</b> on bulletin board near 131W
<b>East Wadsworth Hall</b> (37)	1	<b>*HANG</b> on bulletin board across near 155W
<b>East McNair Hall</b> (40)	1	<b>*HANG</b> on bulletin board near Dining Hall entrance
<b>West McNair Hall</b> (38)	1	<b>*HANG</b> on bulletin board in West McNair Lounge
<b>Student Development Complex</b> (24)	2	<b>*DROP</b> at administration office room, 102 near ticket booth

**34 Total**

Printing **34 posters** will provide sufficient postings for open posting boards. Student Activities recommends you print a few extras to archive within your organization. If any Student Life department (Housing & Residential Life, Center for Diversity and Inclusion, or Student Activities) co-sponsors an event with you, you may print 63 additional postings to DROP at the Housing and Residential Life Office (153Wadsworth Hall).

Hanging any material on trees, stairwells, fire doors, walls, or exterior doors at any time; or violating the university posting policy is prohibited. The Board of Control policy on posting is located at:

<http://www.mtu.edu/bot/governance/policies/chapter12/sections/12.01-12.05.html>

**DROP/HANG ORDER**

**DROP** – Drop procedure is defined as leaving items to be hung by the staff of the respective buildings/departments listed below.

<b><u>Building</u></b> (Bld. #)	<b><u># of Posters</u></b>	<b><u>Procedure</u></b>
<b>Alumni House</b> (9)	1	<b>DROP</b> at front desk
<b>Administration Bld.</b> (1)	1	<b>DROP</b> in Wahtera Center, 130
<b>Academic Office Bld.</b> (5)	1	<b>DROP</b> in School of Business & Economics Office, 106
	1	<b>DROP</b> in Social Sciences Office, 209
<b>ROTC Building</b> (4)	1	<b>DROP</b> in room B013
<b>Memorial Union Bld.</b> (34)	2	<b>DROP</b> in MUB Manager's Office, 101
	1	<b>DROP</b> on MUB Board desk, 106
<b>Electrical Energy Resources Ctr.</b> (7)	2	<b>DROP</b> in main level office, 121
<b>DOW Environmental Sciences &amp; Eng.</b> (8)	1	<b>DROP</b> in Civil & Environmental Eng. Office, 870
<b>Kanwal &amp; Ann Rekhi Hall</b> (28)	4	<b>DROP</b> in Computer Science Department Office, 221
<b>Hamar House</b> (13)	1	<b>DROP</b> in main level office
<b>Walker – Arts &amp; Humanities</b> (11)	1	<b>DROP</b> in Visual & Performing Arts Office, 209
	1	<b>DROP</b> in Humanities Office, 319
<b>Student Development Complex</b> (24)	2	<b>DROP</b> in administration office, 102 near ticket booth

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<b>R. L. Smith ME-EM</b> (20)	1	<b>HANG</b> on bulletin board near room 125
<b>Chemical Sciences &amp; Eng.</b> (19)	1	<b>HANG</b> on bulletin board near 102
	1	<b>HANG</b> on bulletin board near 107
<b>Fisher Hall</b> (15)	1	<b>HANG</b> on bulletin board near Physics Office, 118
	1	<b>HANG</b> on bulletin board near rooms 138/139 (choose ONE of the three boards)
<b>Grover C. Dillman Hall</b> (14)	1	<b>HANG</b> on bulletin board near 102
<b>Minerals &amp; Materials Eng.</b> (12)	1	<b>HANG</b> on bulletin board near U113
	1	<b>HANG</b> on bulletin board near U115
<b>Walker – Arts &amp; Humanities</b> (11)	1	<b>HANG</b> on bulletin board near 140
<b>Douglass Houghton Hall</b> (31)	1	<b>HANG</b> on bulletin board near Central Lounge
<b>West Wadsworth Hall</b> (37)	1	<b>HANG</b> on bulletin board near 131W
<b>East Wadsworth Hall</b> (37)	1	<b>HANG</b> on bulletin board across near 155W
<b>East McNair Hall</b> (40)	1	<b>HANG</b> on bulletin board near Dining Hall entrance
<b>West McNair Hall</b> (38)	1	<b>HANG</b> on bulletin board in West McNair Lounge