

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.

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

34 Total

Printing **34 posters** will provide sufficient postings for open posting boards. Student Leadership & Involvement 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 Leadership & Involvement) co-sponsors an event with you, you may print 58 additional postings to DROP at the Housing and Residential Life Office (153 Wadsworth 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**RSO Posting Matrix – Student Leadership & Involvement
Updated: November 2020**

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	1	DROP in Social Sciences Office, 209
ROTC Building (4)	1	DROP in room B013
Memorial Union Bld. (34)	2	DROP in MUB Manager's Office, 101
	1	DROP on MUB Board desk, 106
Electrical Energy Resources Ctr. (7)	2	DROP in main level office, 121
DOW Environmental Sciences & Eng. (8)	1	DROP in Civil & Environmental Eng. Office, 870
Kanwal & Ann Rekhi Hall (28)	4	DROP in Computer Science Department Office, 221
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Walker – Arts & Humanities (11)	1	DROP in Visual & Performing Arts Office, 209
	1	DROP in Humanities Office, 319
Student Development Complex (24)	2	DROP in administration office, 102 near ticket booth

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