

Drop/Hang Order**RSO Posting Matrix - Student Leadership and Involvement****Updated: October 2025**

HANG - It is the responsibility of the individual to tack/staple items to bulletin boards. Individuals are responsible for removing all of their publicity after the event.

# of Posters	<u>Building</u> (Bld #)	<u>Procedure</u>
1	Mechanical Eng. - Eng. Mechanics (20)	HANG on bulletin board near room 125
1	Chemical Sciences & Eng. (19)	HANG on bulletin board near 102
1	Van Pelt and Opie Library (17)	HANG on one of the two bulletin board near Café
1	Fisher Hall (15)	HANG on bulletin board near Physics Office, 118
1		HANG on <u>ONE</u> of the three bulletin boards near rooms 138/139
2	Minerals & Materials Eng. (12)	HANG on bulletin boards near U113 & U115
1	Walker - Arts & Humanities (11)	HANG on bulletin board near 140
1	U.J. Noblet Forestry Building (18)	HANG bulletin board in Atrium

DROP - Please leave items to be hung by the staff of the respective buildings/departments listed below.

# of Posters	<u>Building</u> (Bld #)	<u>Procedure</u>
1	Administration Bld. (1)	DROP at Wahtera Center, 130
2		DROP at Graduate School, 414
1	Alumni House (9)	DROP at main level office
1	Academic Office Bld. (5)	DROP at College of Business Office, 100
1		DROP at Social Sciences Office, 209
1	ROTC Building (4)	DROP at room 103
2	Memorial Union Bld. (34)	DROP at MUB Manager's Office, 101
1		DROP at MUB Board desk, 106
2	Electrical Energy Resources Ctr. (7)	DROP at main level office, 121
1	DOW Environmental Sciences & Eng. (8)	DROP at Civil & Environmental Eng. Office, 870
1		DROP at Biological Sciences main office, 740
3	Kanwal & Ann Rekhi Hall (28)	DROP at Computer Science Department Office, 221
1	Hamar House (13)	DROP at main level office
1	Walker - Arts & Humanities (11)	DROP at Visual & Performing Arts Office, 209
1		DROP at Humanities Office, 319
2	Student Development Complex (24)	DROP in administration office, 142 near ticket booth

BUILDING ORDER

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31 Total

Printing **31 posters** will provide sufficient postings for open posting boards. Student Leadership Involvement recommends you print a few extras to archive within your organization. If you would like to advertise in the residence halls, you may print 65 additional postings to DROP at the Residence Education and Housing Services Office (153 Wadsworth Hall). Posters that are going in the residence halls must include the Equal Opportunity statement on them.