Complete this document and return to the Residence Life main office.

1.) Name of sponsoring recognized student organization or FSU Department: _______________________

2.) Sponsoring authorized representative:

   Name: ________________________
   Phone: _________________________

   ID: ____________________________
   FSU E-Mail: ____________________

3.) Recommended: Provide a proof of the posting to Residence Life for approval prior to copying postings. Doing this step will decrease unnecessary waste of copied fliers that are not approved for posting. Proofs may be emailed to ResidenceLife@framingham.edu or brought to the Residence Life main office. Required information on all postings can be found in the Posting Procedure guidelines on the Residence Life website and is available hardcopy in the Residence Life main office.

4.) Postings Required:

   A. Please post attached flyers in designated areas beginning on __/__/___. (*postings cannot be displayed longer than 10 days)

      ______ File copy requested ______ Linsley Hall (7 max)
      ______ Corinne Hall Towers (20 max) ______ Larned Hall (20 max)
      ______ Peirce Hall (5 max) ______ O’Connor Hall (12 max)
      ______ Horace Mann Hall (5 max) ______ North Hall (12 max)
      ______________________ (81 max)

   B. There is a 10 day maximum on postings.

   C. Please post provided oversize poster (not to exceed 3’x 2”) in designated areas:

      ______ Corinne Hall Towers (1 max) ______ Larned Hall (1 max)
      ______ O’Connor Hall (1 max) ______ Linsley Hall (1 max)
      ______ North Hall (1 max)
      ______________________ (5 max)

      Note: There is a two day posting maximum on oversize posters

5.) Form Submission Date: __/__/__

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For Office Use Only –

Posting Registration: ___ Approved ___ Not Approved

Authorized By: ________________________ Removal Date: __/__/__