The Vice President of Marketing on the Georgian College Students’ Association is responsible for posting to and maintaining the GCSA bulletin boards around the campus. Nobody other than GCSA members are permitted to post to GCSA boards. Space is extremely limited, so please fill out this form and submit to the GCSA VP of Marketing. GCSA Office A162.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | **Date Submitted** |  | |
| Department |  | | | | |
| Contact Number |  | | | | |
| Email |  | | | | |
| Event/Topic of Poster |  | | | | |
| Size of Poster\* |  | **GCSA Television Screens\*\*:** | | | **YES NO** |
| Reason for Posting |  | | | | |
| Preferred Posting Dates  (Start and Finish) |  | | | | |
| # of Postings Required |  | | | | |
| Please Circle Which Spaces You Prefer  \*Some boards are much smaller than others so choices cannot be guaranteed | A Building (Near GCSA)  J Building (Near GCSA)  J Building (Near TFC)  K Building (First Floor)  H Building (First floor) | K Building (Second Floor)  B Building (Near Alumni)  C Building (Tim Hortons)  E Building (Second Floor)  M building (Second Floor) | | | H Building (second floor)  D Building  F Building  M building (First floor) |

\*Please note, maximum size for staff postings is 8.5 x 14, and maximum size for student postings is 8.5 x 11. \*\*Television screen posting size is 11.25w x 8.33t, must be .jpeg.

**Please submit this form to the VP of Marketing for approval, along with a sample of the posting. Once confirmed, you will be contacted and required to submit the required amount of color copies. Forms must be submitted a minimum of 10 days prior to requested posting date.**

Please be aware that posters are not guaranteed to be put on GCSA Boards as they are to be used to promote student services and events put on by the Students’ Administrative Council. The final decision on what is posted on GCSA boards is made only by the Vice President of Marketing. No personal advertisements will be accepted (i.e. – items for sale, services, etc.) Only student services and events that do not conflict with GCSA events will be considered.