

**Drop/Hang Order****RSO Posting Matrix - Student Leadership and Involvement**

Updated: December 2023

**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.

<b># of Posters</b>	<b>Building (Bld #)</b>	<b>Procedure</b>
1	<b>Mechanical Eng. - Eng. Mechanics (20)</b>	<b>HANG</b> on bulletin board near room 125
1	<b>Chemical Sciences &amp; Eng. (19)</b>	<b>HANG</b> on bulletin board near 102
1		<b>HANG</b> on bulletin board near 107
1	<b>Van Pelt and Opie Library (17)</b>	<b>HANG</b> on one of the two bulletin board near Café
1	<b>Fisher Hall (15)</b>	<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
2	<b>Minerals &amp; Materials Eng. (12)</b>	<b>HANG</b> on bulletin boards near U113 & U115
1	<b>Walker - Arts &amp; Humanities (11)</b>	<b>HANG</b> on bulletin board near 140
1	<b>Douglass Houghton Hall (31)</b>	<b>HANG</b> on bulletin board near Central Lounge
1	<b>West Wadsworth Hall (37)</b>	<b>HANG</b> on bulletin board near 131W
1	<b>East Wadsworth Hall (37)</b>	<b>HANG</b> on bulletin board across/near 155W
1	<b>East McNair Hall (40)</b>	<b>HANG</b> on bulletin board near Dining Hall entrance
1	<b>West McNair Hall (38)</b>	<b>HANG</b> bulletin board in West McNair Lounge
1	<b>U.J. Noblet Forestry Building (18)</b>	<b>HANG</b> bulletin board in Atrium

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

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

**BUILDING ORDER**

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1		<b>DROP</b> at Social Sciences Office, 209
1	<b>ROTC Building</b> (4)	<b>DROP</b> at room B013
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1	<b>U.J. Noblet Forestry Building</b> (18)	<b>HANG</b> bulletin board in Atrium
2	<b>Student Development Complex</b> (24)	<b>DROP</b> in administration office, 102 near ticket booth

**33 Total**

Printing **33 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 58 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.