

# Bowdoin Student Government

## Poster Board Guidelines

### **Board Management**

The “Week at a Glance” board in the center of the Union (across from the C-Store) functions as a central place for students to go and find advertisements and descriptions detailing all the events happening in a given week. In order to facilitate this function, the board must stay organized. Event hosts will submit posters/ads at the start of the week, and the SOOC will post these in the designated area on the board.

There are distinct sections to the board. There is a spot for each day of the workweek, and a spot for the weekend. Additionally, there is a “miscellaneous” section where more long-term announcements can go if event hosts wish to post far in advance of their event. At the end of the week, all posters will be torn down and replaced with the next round of posters.

### **How to get your poster on the board**

1. Maximum size: 8 x 11 standard sheet of paper.
2. Submit your poster before 6pm Sunday night the week before your event to the SOOC office behind the Smith Union Info Desk.
3. If the poster is not clear as to when the event is happening, please indicate on a separate sheet of paper where you would want the poster hung on the board.