

UWEC Non-Housing Affiliated Student Organizations Resource

Any campus Student Organization not affiliated with Housing and Residence Life must get posters approved through Paul Shepherd, Assistant Director of Housing (Towers 127) prior to the date the poster needs to be posted. Dropping off the materials to the Think Tank (Towers 127) will ensure proper and timely distribution of all materials. Posters are usually 1 per Resident Assistant and it is asked that you drop off 130 copies.

Mailbox stuffers must be approved through RHA at a general assembly meeting. Please email RHA@uwec.edu to set up a day for your organization to present the materials to the assembly. At the time of presentation, you will need an exact copy of what you intend to distribute to show to the group. Changes should not be made after approval. Dropping off the materials to the Think Tank (Towers 127) will ensure proper and timely distribution of all materials. (1916 copies are needed for a 1 per mailbox stuffing.)

Please drop off all materials several days in advance of the date you intend for them to be distributed.

Please see the individual Hall Director if you are interested in posting a sign in a specific building or are interested in hosting a booth in their lobby.

In order to conserve paper, we ask that you consider digital options of your publicity.

-For a local news release: Contact Judy Berthiaume, News Bureau director, at 836-4741 or berthija@uwec.edu, or stop in the News Bureau in Schofield Hall Room 201

-For the UWEC Calendar of events: contact Susan King in the News Bureau to obtain access to the calendar database and to receive instructions on posting your events. King can be reached at kingsa@uwec.edu or 836-4003.

-For an ad on TV-10, please email your information on one Power Point slide to tv10@uwec.edu.

The Think Tank can also be of assistance in putting your information on the Housing Calendar of Events.

-Please email Maigan Wipfli, Student Programs Coordinator at wipflim@uwec.edu with all of the information you wish to put on the Housing Calendar, or call 836-4438.