

# ILLINOIS TECH

## Office of Campus Life

### Poster Approval Process

Students looking to hang up posters around campus need to receive the Campus Life Approval stamp. In order to receive approval the steps below must be followed:

- Student organizations will need to fill out the Poster Approval form which can be found [here](#) or by visiting [iit.presence.io](http://iit.presence.io) and visiting the “Forms” tab.
- Once the form is submitted it will be reviewed and approved by the Office of Campus Life.
- Once approved students can visit the Welcome Desk. Welcome Desk staff will verify the poster has been approved for posting and provide students with the approval stamp.
- When taping posters in the residence halls please visit the front desk to provide you with the appropriate type of tape (blue tape).

**\*Posters that have not received the approval stamp will be taken down immediately\***

#### Poster requirements.

**\*If the poster is for an event, the event must already be approved via Presence.\***

- Name of student organization/Logo
- Name of the event
- Location of the event
- Time and Date of the event
- Email address or contact information
- States “SAF Funded” if applicable
- Mention of any partners of the event
- Any other details about the event