

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 jit.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