

## Poster Distribution Route

(Last Updated 2/27/2025)

Building	Office (if applicable)	Submitting Contact/Instructions; (# of Posters)
Putnam University Center	<i>Bistro (1st floor)</i>	<b>Manager on site</b> (2; unlimited based on window space)
	<i>SEAL (2nd floor)</i>	<b>Office Assistant</b> (2; North entrance board & Jackson Plaza cases)
WISH	<i>Admission Office</i>	<b>Front Desk</b> (1, drop off at desk)
Mark O. Hatfield Library		<b>Library desk</b> (1; board in Fishbowl)
Rogers Music Center		<b>Rogers Music Center Front Office</b> (3; includes FAE and FAW)
Pelton Theatre		<b>Andrew Toney</b> (1; Pelton 139: Leave on glass table in reception room)
Matthews	<i>Res Life &amp; Housing Office</i>	<b>Arilla Utley</b> ; Housing (36; 1 per RA, inquire for more info)
The GRAC		<b>Lisa Logan</b> (1; slide under the door)
Montag Center		<b>Approval not needed</b> (1; post inside blue tape square on window)
Bishop Wellness Center		<b>Approval not needed, Only Post if Space</b> (1; board outside Bishop)
Ford Hall		<b>Brenda Rivera-Krieg</b> (3; Ford 317, 1 per floor)
Smullin/Walton		
		<b>Jia Evans(Smullin 108)</b> (2; 1st Floor)
		<b>Pam Smith (Smullin 312)</b> (1; 3rd Floor)
Eaton		<b>Reyna Meyers</b> (2; Eaton 107)
Collins Science Center		<b>Mary Martin</b> (2; Collins 202: Leave in basket adjacent to door)
Olin Science Center		<b>Mary Martin</b> (2; Olin 202: Leave in basket adjacent to door))
Art Building		<b>Ahna Piatt</b> (1; Art 200: Leave on desk and Email Piatt)
Goudy Commons		<b>Check-In Worker</b> (1; Post on bulletin board by dish return)
Office of Intercultural Engagement and Inclusion		<b>Juliane Corpus</b> (Go into the Renjen Center (E&E) & leave (1) poster into the hanging mailbox outside of the Student Leader Office door.)
Sparks Center		<b>Student Worker</b> (1; Leave with employee at check-in desk)
Atkinson Graduate School of Management	Kaneko, 2nd floor T Wing	<b>Main Reception Desk</b> (4; leave with a sticky note that says Dave Sundby)
Law School		Email your poster to Jessica Rotter < <a href="mailto:jrotter@willamette.edu">jrotter@willamette.edu</a> > for approval; once you have received approval, you may post up to 7 in the Law School)

*Posters should be 11" x 17" and **must** contain the event title, location, and contact information (email address or phone number). Posters for events must also include the following accessibility statement: "If you require accommodation for this event, please contact (insert email of event organizer)."*

*You are responsible for removing your organization's posters **24 hours** after the conclusion of your advertised event. If you post anywhere else, you must use **blue tape**, or you will be held liable for any potential damages from other posting materials.*