

Memorial Union Promotional Policies and Procedures

- Tabling
 - Only one reservation is available per day. The location of the table will be on the main level of the Memorial Union concourse across from the iCard office.
 - Table will be assigned on a first come, first serve basis.
 - Each organization will be limited to two tabling opportunities per semester.
 - Reservations can only be made through Bods Connect with specific detail addressing COVID 19 safety questions on the form.
 - If there is a need for a sign-up form, this should be done via QR Code. No pens, pencils, tablets, etc. should be passed between people.
 - No giveaways will be permitted including food items, except for paper handouts.
 - A group who does not show for an assigned day will not be permitted to schedule again for the remainder of the semester due to limited availability.
 - Masks must be worn at all times.
 - No groups of people may gather around the table and all persons must maintain six-foot distancing.

- Bulletin board next to OSID shall be available for flyer postings with the Student Life date stamp. Featured events can be submitted to the Memorial Union for posting on second board next to University Scheduling. Call 785-670-1726 for details.

- Railings on the mezzanine level in Union Market and outside of the building. Approved banners may be hung from these railings. The railing on the main level just outside of the Ichabod Service Center are reserved for Memorial Union Marketing and Homecoming activities only.
 - Banners must be approved and stamped/signed by the Memorial Union administrative staff before posting. Office located on the upper level.
 - Banners must be approximately 3'x 6' (portrait orientation only for Union Market), and wording, graphics, and other illustrations shall not be offensive. The banners shall be free of any materials which may detach.
 - Plastic ties, ribbon, and string are approved for securing banners to railings. Tape of any kind may not be used to secure banners.
 - Banners may be displayed for two weeks on approval and the organization hanging the banner is responsible for removal.
 - The Memorial Union staff shall remove and discard any banners left hanging longer than the approved period and/or hung without permission.

- Windows available for window chalk advertising are located on the main level breezeway and west side walkway to LLC. There are 2 approved panels on the south side of each hallway.
 - Contact University Scheduling 785-670-1725, universitiescheduling@washburn.edu for approval.

(Windows available for window chalk advertising continued)

- Approval of artwork design, wording, and materials must be received before space can be reserved. Approved posting materials consist of some markers and crayons designed to be used on windows, no paint will be allowed. Please submit in email request:
 - Your organization.
 - The purpose of your posting (event info).
 - The days you would like to post.
 - Your design and marketing plan.
- Supplies will be available for check out from the OSID workroom, on a first come first serve basis.
- Panels must be reserved a minimum of two weeks in advance with University Scheduling, on a first come first serve basis.
- One panel may be reserved for two days and will be removed by the Memorial Union staff on the third day by noon. There must be a minimum of two days between postings on the same panel.
- Each prospective group may only reserve a panel twice a semester.
- Electronic signage
 - Entrance Fourwinds Electronic signs (3 signs)
 - Contact Becky Bolte for approval 785-670-1726,
 - Send document in a pdf or png to becky.bolte@washburn.edu
 - Union Market 2 electronic displays (opportunities at Lincoln Dining)
 - Contact Rebecca Manis for approval 785-670-1453
 - Send jpeg in landscape orientation to Rebecca.manis@compass-usa.com
- Additional Promotion Locations
 - WSGA Outdoor Electronic Sign
 - Contact WSGA Marketing Director for approval 785-670-2720
 - Send information to Wsga.marketing@washburn.edu
 - ResLife
 - Electronic Display
 - Contact Kim Meehan 785-670-10691
 - Send pdf in 16:9 ratio to kim.meehan@washburn.edu
 - Banner Display
 - Same contact as above

Materials posted in places other than the promotional areas described in sections above will be removed and discarded without notice