

Postering Locations Across Portland State University

All bulletin boards are open to the general public unless otherwise noted. **SALP boards are bolded – flyers for these boards must be stamped by SALP, SMSU 119.**

(If you find other locations which aren't listed here or if you find that a location on this list no longer exists, please email leadership@pdx.edu or stop by the SALP office at SMSU 119.)

Art Building

- 1 on the ground floor by entrance. (Get approval from the Art Dept office on the 3rd floor.)
- 1 on the 3rd floor in the student lounge.

Cramer Hall

1 in the basement, just outside of the elevator SE corner

(Must have SALP approval)

- 2 on the 1st floor, in the north hall
- **1 on the 1st floor, just outside of the elevator SE corner**
- **1 on the 2nd floor, just outside of the elevator southeast corner**
- **1 on the 3rd floor, just outside of the elevator southeast corner**
- 1 on the 4th floor, north hall
- 2 on the 4th floor, middle hall
- 2 on the 4th floor, in the skybridge to SMSU

Graphic Design Annex

- 1 on the ground floor by the 5th St entrance

Honors Building

- Take 2 to the secretary in room 103

Science Building 1

- 3 on the 1st floor, south hall
- 1 on the 3rd floor, middle of the hall
- 1 on the 4th floor, west end of the hall
- 1 on the 4th floor, east hall

PSU Bookstore

- Take 1 poster to the info desk for posting

Millar Library

- Take 1 to the Library Administration Office (Room 140) for posting by the restrooms on the 1st floor, then post the approved flyer yourself.
- Post 1 on the kiosk in the entryway on the 1st floor if you don't mind having it taken down quickly since the small kiosk frequently gets crowded.
- Post as many as you like in the elevator lobbies on the 5th, 4th, 3rd, 2nd and basement floors.

Neuberger Hall

- **1 in the basement near the elevators**
- 2 on the 1st floor lobby by the financial aid windows
- **1 on the 1st floor south entry by the phones**
- 1 on the 2nd floor, bulletin board along entire E hall
- 1 in the south hall by the women's restroom.
- 1 in the main hall, south end.
- 2-3 in the west hall by classrooms
- **1 on the 3rd floor next to the elevator**
- 1 on the 3rd floor mezzanine by the math offices
- 1 on the 3rd floor by the breezeway to SMSU
- 1 on the 3rd floor in the SW corner of the building
- **1 on the 4th floor across from the elevators**
- 1 on the 4th floor at the S end of the hall. Multiple departmental boards in the W side hallway (Get permission from departmental offices)

Office of Residence Life

- Broadway Building Suite 230
- Bring 40 flyers for distribution to the residence halls.

Peter W Stott Center

- Take 10 to the Peter Stott Center Operations office (room 212) for them to post

School of Education/School of Business

- 1 on the 3rd floor in the south hall
- 1 on the 3rd floor in the north hall

Koinonia House

- Take 1 poster to the reception desk and they will post it

King Albert Building

Take 1 to the Meetro and post it back by the phone

Lincoln Hall

- 1 by the northeast ground floor entry
- Take 1 to the Theater Arts dept (room 127)
- Take 1 to the Dept of Music Office
- 1 on the 2nd floor, SW corner by the stairs
- 1 on the 2nd floor, SE corner by the stairs (Get permission from departmental office)

Simon Benson House

- Take a handful to the reception desk and ask them to place them on the table

Smith Memorial Student Union

- 2-3 for the Parkway North (eating area outside of the food court)
- 1 in the north entry
- 1 in the south entry
- 1 in the basement by the ATM, northwest corner
- 1 in the Food For Thought Café in the basement

Urban and Public Affairs Building

- 1 on the 2nd floor around the corner from the elevator
- 1 on the 2nd floor outside of the student lounge (room 280)
- 1 on the 3rd floor around the corner from the elevator
- 1 on the 4th floor around the corner from the elevator (Get permission from the School of Community Health)
- 1 on the 5th floor outside of the Hatfield School of Government
- 1 on the 6th floor outside the Hatfield School of Government

Miscellaneous Locations

- 4-sided kiosk between SMSU and Neuberger Hall
- 1 in Annie's Coffeehouse in the basement of Koinonia House
- 1 in Hot Lips Pizza
- There are multiple bulletin boards outside and inside of virtually every classroom on campus – just make sure to get departmental permission if needed!



Portland State
UNIVERSITY

Student Activities and Leadership Programs

Poster Etiquette

- Use thumbtacks or pushpins instead of staples
- Don't cover another organization's poster
- Remove and recycle your poster after the event
- Post only on approved surfaces
- Posters on SALP boards that do not comply will be removed

How to make your posters stand out

- Use color- either colored paper or colored ink
- Print various sizes – for example, print an 11x17 and cut down the middle to yield long thin 5.5x17" posters or print small posters for boards outside classrooms
- Do something to add a third dimension to your posters
- Make it informative and visually appealing
- Place your poster on a table with a handful of other posters, step back 5 feet and decide which items grab your attention and why
- Be creative – just because you haven't seen it done doesn't mean it won't work
- Enjoy what you're doing – it will show in the final results

