



# MULTICULTURAL CENTER POSTING REQUEST FORM

## FLYERS NEED TO BE IN OUR OFFICE BY 2PM WEDNESDAYS TWO WEEKS PRIOR TO EVENT

Posting is a service made available to IUPUI University student organizations, SLD Divisions, Intra-mural Sports, IUPUI Bookstores, and Center for Service and Learning provided that the purpose of the advertised activity is in keeping with the goals and objectives of the University and serves a non-profit organization.

This service is available on a first-come, first-serve basis, for **student organizations** legally related to the University and listed **University departments/schools** hosting activities and/or programs for students. However, multicultural center housed student organizations will have a “priority” over organizations not housed in Taylor Hall. All flyers will be mailed out or posted by the office of the Multicultural Center. Requestors may not post flyers themselves. Any flyers posted unauthorized or placed within a table tent circumventing the posting request form process will be removed on sight. The office of the Multicultural Center will stamp all flyers. Flyers found non-approved areas will be taken down by MCC staff. If your organization continues to post illegally, your organization will be penalized by not being able to post flyers in the future.

### REQUESTOR

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Campus Contact Address (if applicable) \_\_\_\_\_

Campus Contact Phone (if applicable) \_\_\_\_\_

I represent

\_\_\_\_\_  
*(Organizational cause, University department function,  
etc.)*

### IUPUI Relationship: (check one only)

\_\_\_\_ Student \_\_\_\_ Faculty \_\_\_\_ Staff

(Date Stamp)

### EVENT INFORMATION

Name of Event \_\_\_\_\_

Sponsor \_\_\_\_\_

Where held \_\_\_\_\_

Date (s) of Event: From \_\_\_\_\_ To \_\_\_\_\_

Beginning time \_\_\_\_\_ End time \_\_\_\_\_

Contact person (if not requestor) \_\_\_\_\_

Contact person's phones  
\_\_\_\_\_

Will tickets be sold? \_\_\_\_ Yes \_\_\_\_ No If yes, cost \$ \_\_\_\_\_

### POSTING INFORMATION

For all requests:

Posting start date \_\_\_\_\_ end date \_\_\_\_\_

**\*Flyers will be posted in Table Tents throughout the Multicultural Center. There are 37 table tents you may post within. For posters there are 3 sides to the tri-fold area as well as 6 window spaces you may advertise within. All are available on a first come, first serve basis for the span of two weeks if received the mandatory two weeks in advance.**

**\*\*Posters will be posted on a first come first serve basis. All posters will be placed either in windows on either side of the common area or in the tri-fold poster column in the MC foyer. Posters follow the same guidelines as flyers in that they will only be displayed for two weeks. At the end of those two weeks, posters will be taken down and thrown away the next day. If you wish to keep these posters, you must come pick them up on the day they are removed.**

**\*\*Please attach one copy of the flyer you are posting to this application for our records.**