MSU PROSTER DISTRIBUTION

The following is a list of locations you can distribute posters on campus along with the number of posters you will need in each location.

Residence Halls (10)

The Residence Life office receives 10 posters that are stamped “Okay”. Residence Life is located in the Hedges Complex. Enter the building from the east and turn left into their offices. Res Life will hang the 9 posters on the only remaining bulletin boards in the hall lobbies.

The following information is used to hang posters throughout campus. These posters DO NOT need to be stamped “Okay”.

Romney Gym (2)

Enter the main doors facing the flagpole area and there is a board directly in front of you. While facing this board, turn left and you will see another.

Marga Hoseaus Fitness Center (1-3)

Enter building through main doors. Before the gates, turn left into the small hallway. There will be a board here. If it is an athletic-related event, give two copies to the Rec Sports office.

Gaines Hall (3)

Enter doors nearest the flagpole area (north entrance). On the first floor, turn left and there will be a board between the bathrooms. On the second floor, turn right after the stairs and the board will be between the bathrooms. On the third floor, turn right after the stairs and the board will be between the bathrooms.

Visual Communications Building (1)

Go in the north entrance and turn left. Follow the hallway straight until you reach the atrium space. Board will be on the north wall next to the blue door.

Renne Library (2)

The library has its separate approval process. Give two copies to the person at the reception desk and they will hang.

Reid Hall (7)

Enter through the south entrance (entrance nearest flagpole area). There will be a board immediately to your right once through the doors. Follow the hallway down and you will find two more boards as you approach the main entrance. Follow the stairs to the second floor. Once off the stairs, you will see two boards to the left. Follow the stairs to the third floor and you will find two boards to the left.
Traphagen Hall (2)
Go in the west entrance (nearest flagpole area). Bring 2 posters to Austyn Holliday in room 226. She will post them on the boards if there is room. If Austyn is not there, you can slide them under the door or put them on her desk.

Sherrick Hall (1)
Head towards the entrance from Centennial Mall and go in on the right. Hand poster to the receptionist.

Howard Hall (1)
Enter the building through the west door, closest to Cheever, labeled MUSIC. Take an immediate left. The board will be immediately before the door to the office building.

Cheever Hall (2)
Enter from the front, go straight through the hall and turn right to go down the back stairwell. The board will be directly in front of you. Go up the stairs in front of you and once at the top make a sharp left hand turn and the board will be on the left side, across from the large windows.

Haynes Hall (1)
Enter through the south entrance (entrance is in between Haynes Hall and Cheever Hall). Go directly in and the board is on the right.

Plant Growth Center (1)
Enter the front of the building and go through both set of doors. Go up the set of stairs to the 2nd floor. At the top is the board slightly on the right.

Plant Bioscience (1)
Go in the main entrance closest to 11th Street. Once through the double doors, turn left and give poster to the person at the desk.

Animal Bioscience (1)
Go through the main entrance and go to the office on the left. Give the person in the office one copy and they will hang.

Lindfield Hall (3)
Enter through the front of the building, go up the stairs and turn left. The board will be in front of you. To the left is a hallway with a small set of stairs, follow the hallway and go down the stairs. There will be boards to the right and left in the larger space you enter.

Chemistry and Biochemistry Research (1)
Go in the main entrance and give poster to people in the main office directly passed the front doors.
**Lewis Hall (1)**

Enter the front door facing Leon Johnson Hall and go up the first flight of stairs. There is a tall board in the hallway on your left side.

**Leon Johnson Hall (1)**

Enter the door facing you as you exit Lewis hall. Go to the end of the hall into the main lobby. The board will be facing the exit towards the mall, in between the two main doors of the lecture hall.

**Wilson Hall (3)**

Enter the building from the door facing Leon Johnson Hall and take a left. The board is by the stairs on the left. Follow the hallway until you can only turn right and go to the end of that hallway. Board is on the left. Exit through door into the courtyard. Enter detached portion of Wilson through the north entrance. Board will be directly in front of you at the very end of the hall.

**Jake Jabs Hall (5)**

Enter through the front doors and immediately turn to your left walk until you reach the back side of the stairwell. There you will find your first green tack board. The rest of the tack boards will all be located in relatively the same place on each floor, next to the space that connect both the men’s and women’s restrooms. These locations will all be located on the southeast corner of the building (the first is located right across from Sola Café).

**Herrick Hall (2)**

Go through the main entrance facing Wilson Hall. Go down the stairs and you should see the board in front of you. Go back up the stairs and you should see the board to the right in front of you.

**Hamilton Hall (1)**

Enter through the main entrance facing Wilson Hall (go up all the stairs). Once through the double doors, turn left and the board will be on the right at the end of the hall.

**EPS (1)**

Go through main entrance nearest the SUB. Go up to the second floor, turn right and give one poster to the front desk person in the Physics Department office.