

Bulletin Board Posting Guide

Updated 8/1/2017

Building	# of Boards Available	Business Flyers	Non-Profit Flyers	Campus Events	Approval Required?	Approval Contact	Mail Stop	Phone Number	Memo
Academic Support Building	1	Maybe	Yes	Yes	Yes	Stephanie Kessler	SCSW 106	575-8778	One in the computer lab and an electronic display in our lobby
Admin. Service Building	2	No	No	Yes	Yes	Paulette	ADSB 220	575-3301	
Administration Building	3	No	No	Yes	Yes	Marcia Overby - moverby@uark.edu	ADMN 425	575-4149	Posts must be University-related
Agriculture Annex	1	Yes	Yes	Yes	Yes	Mari	AGRX 101-Hallway	575-2448	Building manager reserves the right to take down inappropriate flyers; Put expiration date
Agriculture Building	1	No	No	Yes	Yes	AGRI 319	AGRI 319	575-2451	Notify AGRI 319 before posting
Agriculture, Food and Life Science/ Animal Science	3	Yes	Yes	Yes	Yes	Front Office	AFLS B114	575-4351	Flyers are monitored
Arkansas Union	2 (3 if RSO event)	No	No	Yes	Yes	ARKU A665	ARKU A665	575-5255	Greeks need approval from Greek Life Office (ARKU A688) prior to coming to A665.
Bell Engineering Hall	4	Yes	Yes	Yes	Yes	BELL 4183	BELL 3189	575-7455	2-4 weeks prior to event; For electronic boards email Camilla Shumaker at camillas@uark.edu
Chemistry Building	1	Yes	Yes	Yes	Yes	Mona	CHEM 119	575-4601	Academic flyers only for hallways.
Continuing Education	2	No	No	Yes	Yes	CTED 205	CTED 205	575-6653	For digital bulletin board - email chdoyle@uark.edu
Fine Arts	3	Maybe	Yes	Yes	Yes	FNAR 116	FNAR 116	575-5202	If art related more bulletin boards are available
Gearheart Hall	5	Yes	Yes	Yes	Yes	Lisa Milligan	216 Ozark Hall	575-3355	You will need to bring your own push- pins/thumbtacks. We reserve the right to remove any postings after they have been posted.
HPER	2	No	No	Yes	Yes (HPER 225)	Lindsay Smith	N/A	575-4646	Only bring two flyers to get approved. Only one flyer per board allowed. Must be campus related.
Jean Tyson Child Development Center	1	No	Yes	Yes	Yes	Doug Walsh	JTCD	575-5029	We will only allow a couple of flyers at a time in our building. There is not a large bulletin board, and there is not high foot traffic.
Kimpel Hall	10	Yes	Yes	Yes	Yes	KIMP 331	KIMP 331	575-4301	Approval required before posting on departmental boards

Please see opposite side for additional boards.

To submit updates, please contact the Office of Student Activities, osa@uark.edu

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Mechanical Engineering	2	No	Yes	Yes	Yes	Main Office	MEEG 204	575-3153	U of A related posts only.
Memorial Hall	3	Yes	Yes	Yes	Yes	MEMH 216	MEMH 216	575-4256	
Multicultural Center	1	Yes	Yes	Yes	Yes	ARKU 404	ARKU 404	575-8405	
Old Main	6	Yes	Yes	Yes	by floor	by floor	MAIN 525	575-3684	UofA related posts only. Limited Space. Check main office on each floor for approval.
Pat Walker Health Center	4	No	No	Yes	Yes	Zach Brown	HLTH	575-4451	
Peabody Hall	2	Yes	Yes	Yes	Yes	Laurie Brigham	PEAH 216	575-7244	lngentry@uark.edu
Physics Building	2	Yes	Yes	Yes	Yes	PHYS 226	PHYS 226	575-5915	1st floor only
Plant Science	4	No	No	Yes	Yes	PTSC 217	PTSC 217	575-2445	1 basement and 1 on each floor
Poultry Science	4	Yes	Yes	Yes	Yes	POSC O-114	POSC O-114	575-4952	
Science and Engineering Building (Floors 1-4)	2	Yes	Yes	Yes	Yes	SCEN 309	SCEN	575-5369	
Science and Engineering Building (Floors 5-7)	1	Yes	Yes	Yes	Yes	SCEN 601	SCEN	575-6356	
Study Abroad Office	1	Yes	Yes	Yes	Yes	722 W Maple St.	STAB	575-7582	Must be related to Study Abroad
University Housing (Residence Halls)	25 (common areas only)	No	No	Yes	Yes	Linda McClelland	960 W. Douglas St.	575-3951	Submit by Noon Wednesday in order to be posted on following Monday
Vol Walker Hall	1	Yes	Yes	Yes	Yes	Judy Stone	WALK 120	575-2399	Limited Space.
Walton College of Business	1	No	Yes	Yes	Yes	Dean's Office 301	WCOB 301	575-5949	
Waterman Hall	3	Yes	Yes	Yes	No		WATR 107	575-3102	The boards are located down the hall in student break area by the building entrance
Electronic Boards:									
Email or Dropbox to addresses as noted below:									
* InfoHog (Union Living Room & NW Quad) - dropbox image to infohog@uark.edu. (1920 x 1080 px JPG, Landscape)									
* Engineering engrcomm@uark.edu (16 x 9)									
* Fulbright - bibbs@uark.edu (8.5 x 11)									
* Founders & Hotz: http://housing.uark.edu/digitalsign (1920 x 1080 JPG; submit by noon Wed to run following Mon)									
* Grad Ed, Peabody, Epley, the Union Fitness Center and the HPER - heidisw@uark.edu									
* RIBtv (Union/TV) - ribtv@uark.edu – Powerpoint Slide									
* Walton/Willard J. Walker Hall msc@walton.uark.edu (1920 x 1080 px Powerpoint or Photoshop, no PDF.)									
Slides ONLY added/removed the 1st & 15th of the month so be sure to submit accordingly.									

Please see opposite side for additional boards.
To submit updates, please contact the Office of Student Activities, osa@uark.edu