

Bulletin Board Posting Guide

Updated 8/2/2022

	A	B	C	D	E	F	G	H	I
1	Building	# of Boards Available	Business Flyers	Non-Profit Flyers	Campus Events	Approval Required?	Approval Contact	Mail Stop	Memo
2	Academic Support Building	1	Maybe	Yes	Yes	Yes	Stephanie Kessler	SCSW 106	One in the computer lab and an electronic display in our lobby
3	Administration Building	3	No	No	Yes	See Memo	Marcia Overby - moverby@uark.edu	ADMN 425	No approval needed, if they are UofA events/notice. Otherwise, yes.
4	Agriculture Annex	1	Yes if approved	Yes if approved	Yes if approved	Yes	Kevin Thompson	AGRX 105-Hallway	Building manager reserves the right to take down inappropriate flyers; Put expiration date
5	Agriculture Building	1	No	No	Yes	Yes	AGRI 319	AGRI 319	Notify AGRI 319 before posting
6	Agriculture, Food and Life Science/ Animal Science	4	Maybe, depends on the business	Yes	Yes	Yes	Lexi Workman	AFLS B114	1 of them is on a lounge. Business flyers have to be agriculture, food and life science/animal science related.
7	Arkansas Union	2	No	No	Yes	Yes	ARKU A665	ARKU A665	1 week only. Greek orgs need approval from Greek Life Office (ARKU A688) first. All posters must be stamped in the OSA Office before posting.
8	Autism Support Center	3	No	No	Yes	No	ARKA 403 Aleza Green & Suzanne Kucharczyk	ARKA 403 & 303 ARKA	Deliver to Empower Office
9	Bell Engineering Center	12 + some in White Hall	No	No	Yes	Yes	Kristy Fink, Dean's Office klfink@uark.edu or Julie Brogan	BELL 4183	Flyers for events that is hosted by the UofA can be hung, but we ask that you bring them to Bell 4183 and we will post them
10	Champions Hall	3	Yes	Yes	Yes	No			
11	Chemistry Building	1	Yes	Yes	Yes	No	N/A	CHEM 119	
12	Fine Arts	3 (one is currently being occupied)	Yes	Yes	Yes	Yes	Marlene Craig macraig@uark.edu	SDCR 204	If art related more bulletin boards are available. 2 by elevator and 1 in front of the office. Business flyers can be put in the ones near the elevator.
13	Gearheart Hall	4	Yes, if UA affiliated	Yes, if UA affiliated	Yes	Yes	geosdept@uark.edu	GEAR 216	For business and non-profit flyers on a by-case basis if not UA. Flyers must be posted by the requestor.

Please see opposite side for additional boards.

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

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15	Kimpel Hall	10	Yes, first and second floor	Yes, first and second floor	Yes, first and second floor	No if campus related, otherwise yes	Hershel Hartford	KIMP 201	in recent our bulletin boards have become overflowing with information. Primarily due to student activity hang between 8 and 15 posters for the same event on each board. Please refrain from over filling boards or we will have to rethink the availability of our boards.
16	Mechanical Engineering	2	No	Maybe, depends on space	Yes	Yes	Main Office (MEEG 204)	MEEG 204	U of A related posts only. Send flyer of poster in email to meeg@uark.edu or stop by office to get approval. Can send pdf file and get it on online board
17	Memorial Hall	3	Yes	Yes	Yes	Yes	MEMH 216	MEMH 216	
18	Old Main	potentially 10	No	No	Yes - Some	Yes - Some	various, see Memo		5th floor south - Main 525 5th floor north - Main 517 Other floors: Open boards are available to campus departments or RSOs. If board is locked, see department closest to that board. DO NOT post on walls or stairwell banisters.
19	Peabody Hall	2	Yes	Yes	Yes	Yes	Kristen Scott kscott1@uark.edu	PEAH 241	bring flyer into main office prior and they will directed on where to go
20	Physics Building	2	Yes	Yes	Yes	Yes	PHYS 226	PHYS 226	1st floor only
21	Plant Science	8	Yes if approval	Yes if approved	Yes if approved	Yes	Chad Mills PTSC 217	PTSC 217	We have two e-boards (one in AGRI and one in PTSC). They can be submitted to Chad Mills for approval at cmills@uada.edu.
22	Poultry Science	4	Yes	Yes	Yes	Yes	Cindy Lowry	POSC O-114	2 in second floor, 1 in third floor, 1 strip of cork in first floor. All flyers need to be approved.
23	Science and Engineering Building (Floors 1-4)	6	Not normally	Yes if approved	Yes if approved	Yes	Mary Powers (SCEN 309)	SCEN	
24	Science and Engineering Building (Floors 5-7)		Yes	Yes	Yes	Yes	SCEN 601	SCEN	
25	University Housing (Residence Halls)	25 (common areas only)	No	No	Yes	Yes	Linda McClelland	960 W. Douglas St.	Deliver by Noon Wed. in order to be posted on following Mon. Digital submissions sent to Adohi, Hotz, Founders Housing.uark.edu/digitalsign
26	Vol Walker Hall	1	Yes	Yes	Yes	Yes	Tara Ferkel	WALK 120	Business posters can be posted if beneficial to "our" students
27	Waterman Hall	3	Yes	Yes	Yes	Yes	Tamla Lewis	WATR 163	We reserve the right to remove any postings after they have been posted. DO NOT post on walls or glass. Must agree to return & take down flyer after event.

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