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 have a PSU community or student organization event please email leadership@pdx.edu with the event information and we will add it to Tuesday Tidbits, our departmental listserv.

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
• 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 south entry by the phones
• 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 from across 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 Mee tro and post it back by the phone

Shattuck Hall
• Multiple boards on the 2nd floor.

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 3rd 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 Loco Loco Burrito in the basement of Koinonia House
• 1 in Hot Lips Pizza
• 1 on the south side of Science Building 2
• There are multiple bulletin boards outside and inside of virtually every classroom on campus – just make sure to get departmental permission if needed!
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 thing 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