

**Event Services**

221 Squires Student Center (0138)  
 540.231.5005  
 eventservices@vt.edu



STUDENT AFFAIRS  
**STUDENT ENGAGEMENT  
 AND CAMPUS LIFE**  
 VIRGINIA TECH.

## Bulletin Boards on Campus

Building Name	Is Approval required?	Contact Info for Approval
Agnew Hall	All billboards located in this building are for Dept use only	
*Ambler Johnston	N/A	N/A
Architecture Annex	Y	All flyers need to be taken to Leigh Bower from the Urban Affairs and Planning Dept
Armory	Y	Flyers need to be taken to Ray Callahan in the Armory
Art Design and Learning Center	There are no available billboards in this building.	
*Barringer Hall	N/A	N/A
Burruss Hall	There are no available billboards in this building.	
*Campbell Hall	N/A	N/A
Career Services Building	There are no available billboards in this building.	
Cassell Coliseum	There are no available billboards in this building.	
Cheatham Hall	N	Any postings can go up as long as they are not on a labeled board.
Chemistry/Physics	All billboards located in this building are for Dept use only	
*Cochrane Hall	N/A	N/A
Cowgill Hall	There are no available billboards in this building. Flyers may be posted in stairwells.	
Davidson Hall	N	Any postings can go up as long as they are not on a labeled board.
Derring Hall	All billboards located in this building are for Dept use only	
Dietrick Hall	There are no available billboards in this building.	
Donaldson Brown	Billboards for employee use only.	
Durham Hall	N	Any Postings can go up as long as they are not on a labeled board.
*Eggleston Hall	N/A	N/A
Engel Hall	Y	The Billboards are mostly for Seminars and Grad students. Anything posted will be taken down after a few days.
Femoyer Hall	There are no available billboards in this building. Flyers may be posted on the walls or in the University Studies Office.	
Fralin Center	There are no available billboards in this building.	
Goodwin Hall	There are no available billboards for postings in this building	
Hahn Hall	Y	Approval must be acquired by the professors located in Hahn
Hancock Hall	All billboards located in this building are for Dept use only	
*Harper Hall	N/A	N/A
Henderson Hall	Y	See Dee Hopkins in room 242
*Hillcrest Hall	N/A	N/A
Holden Hall	N	Any flyers may be posted
Hutcheson Hall	All billboards located in this building are for Dept use only	
Johnston Student Center	Y	Flyers need to be approved by the Welcome Center on the first floor.
*Johnson Hall	N/A	N/A
Lane Hall	Y	Green boards are for Dept use only. Flyers posted on other boards need to be sponsored by a VT organization or a VT Dept.
Lavery Hall	Y	If interested in posting on digital signs and table cards, contact the Department of Communication and Innovative Technologies
*Lee Hall	N/A	N/A
Litton-Reaves Hall	N	Any Postings can go up as long as they are not on a labeled board.
Major Williams Hall	Y	All boards for Dept use only. Except for 2nd floor Study lounge. All postings in here need to be sponsored by a VT organization.
McBryde Hall	N	No approval is required. Any type of flyers may be posted.

McComas Hall	Y	Must be cleared by Megan Donald 540-231-6184. Digital submissions are preferred (must be 1920x1080).
Merryman Facility	There are no available billboards in this building.	
*Miles Hall	N/A	N/A
*Monteith Hall	N/A	N/A
Moss Arts Center	N/A	N/A
*Newman Hall	N/A	N/A
Norris Hall	N	No approval is required. Any type of flyers may be posted.
*O'Shaughnessy	N/A	N/A
Owens Hall	There are no available billboards in this building.	
Pamplin Hall	Y	Postings must be approved by the department closest to the desired bulletin board in which you would like to use.
	Digital Screens	Contact Jim Dickhans at <a href="mailto:jdickhans@vt.edu">jdickhans@vt.edu</a> . Design an image in jpeg format (1920 px X 1080 px) landscape and they need to send it to him 2 weeks in advance.
Patton Hall	All billboards located in this building are for Dept use only	
*Payne Hall	N/A	N/A
*Pearson Hall	N/A	N/A
Performing Arts Building	Y	All postings need to be approved by Dept head.
Price Hall	Y	All flyers need to be taken to Room 216 for approval
*Pritchard Hall	N/A	N/A
Randolph Hall	Y	All postings need to be sponsored by a VT organization or a VT Dept.
Robeson Hall	Y	All postings need to be sponsored by a VT organization or a VT Dept.
Sandy Hall	Y	Only Graduate information is allowed to be posted.
Saunders Hall	N	No approval is required. Any type of flyers may be posted.
Seitz Hall	Y	Flyers need to be taken Room 200 for approval
Shanks Hall	All billboards located in this building are for Dept use only	
*Slusher hall	N/A	N/A
Smyth Hall	N	No approval is required. Any type of flyers may be posted.
Squires Student Center	Y	Flyers need to be approved by the Welcome Center on the first floor.
Surge Building	N	No approval is required. Any type of flyers may be posted.
*Thomas Hall	N/A	N/A
Torgerson Hall	There are no available billboards in this building.	
University Bookstore	Billboards are for employee use only.	
*Vawter Hall	N/A	N/A
Wallace Hall	N	No approval is required. Any type of flyers may be posted.
Whittemore Hall	N	Labeled boards for Dept use only. Approval is not required for any other boards.
Williams Hall	N	No approval is required. Any type of flyers may be posted.
War Memorial Gym	Y	Flyers need to be approved by David Christian in the Equipment Room (540-231-1855). Request that all flyers be rec. sports-related.
* There is a multi-purpose board for student organizations flyers located in all of the Residence Halls. All flyers for the Academic boards located in the Residence Halls need to be posted through the Housing and Residence Life Office in 144 New Hall West.		

**Posting Guidelines:**

- Only one poster per event for each bulletin board. Avoid placing posters on top of other posters.
- Avoid posters larger than 11" x 17".
- Avoid having posters extend beyond the border of the bulletin board.
- When posting personal notices, include date notice was posted and please remove it within two weeks.

Last Updated:  
06/28/18 SS