Campus Poster Run Policy

Campus Poster Run is available for CSU departments, offices, registered student organizations, and off-campus organizations. Through this service, you can display your printed posters in 20 locations around campus, including: residence halls, academic buildings and service buildings. Reservations can be made for a one-week or two-week period throughout the Fall & Spring Semesters excluding Fall, Winter, Spring, and Summer break.

Frequently Asked Questions

How much does it cost?

Our Poster Run has 12 spots each week. Each spot is reserved for a poster that is 11X17 inches at a cost of $25.00 per week. Posters larger than 17x22 inches will not be accepted. We accept credit cards, checks, department accounts and internal orders (IOs). Checks must be payable to ‘Campus Information’ and IOs must be payable to ‘Campus Activities.’ If you would like to be billed automatically, provide your account number while making a reservation request.

How do I make a reservation?

To reserve a space, visit our website at https://lsc.colostate.edu/involvement/campus-information-box-office/poster-run/ and reserve any poster run space 1 through 12.

I am part of a student organization; do I get a discount for poster run?

Yes! We offer a $10.00 discount per run for student organizations registered with and recognized by SLICE. RSO reservations made on behalf of a CSU department will not benefit from this discount. Registered student organizations are required to pay with their SOFA account in order to place an internal order for payment, starting with SLICE.

What information should my posters include?

The name of the CSU organization or department MUST be PRINTED on each poster. We will not accept handwritten additions of sponsoring organizations or department’s name. Posters should include the date, time, location, and price of the event, if and where applicable.

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How often can I use Poster Run?

There are no restrictions on the number of times an organization may reserve a Poster Run spot during a semester. However, an organization may reserve only two spots per week. Also, organizations can only reserve a maximum of two consecutive weeks per poster because of the high demand for spot reservations. After a two-week reservation they must take at least a week off before reserving another spot in our Poster Run service. You or your department may not reserve a Poster Run if there are any outstanding invoices.

When and where do I drop the posters off?

You can drop off posters any time during the week before your reservation at the Campus Information desk (Level 200) in the Lory Student Center. Posters should be turned in no later than noon on the Thursday before the week you reserved the spot. Posters will be hung between noon on Friday and noon on Monday. If we do not receive the posters on time, we cannot guarantee that they will be displayed. No refunds will be given.

How many posters should I bring?

20 posters. If you intend on reserving multiple weeks that the poster can be reused, make a note of it on the reservation form or on the slip when you drop off posters to the Main Information desk and we will save them to be reused until the end of the semester.

What do I do when I drop off the posters?

The Campus Information Desk staff should hand you a “reservation slip” to fill out with the following information: Name, Reservation Date, Department and/or SLICE registered Student Org name (if applicable), Phone, and Email. Please be sure this information is consistent with your original reservation.

How far in advance can I make cancellations?

If you choose not to go forward with your poster run reservation, you must cancel 48 hours prior to the due date (Thursdays at noon). If you do not make the cancellation this far in advance, you will still be required to pay the reservation fee.
What locations will my posters be displayed at?

These are the following 20 locations on campus that your posters will be displayed at:

• Braiden Hall
• Newsom Hall
• Edwards Hall
• Moby
• Spruce
• Alder Hall
• Student Services
• Plant Sciences
• Clark C (1st, 2nd, & 3rd Floors)
• Education
• Microbiology
• Physiology
• Chemistry
• Visual Arts
• Lory Student Center Poster towers
  o 4 different locations near Curfman Gallery, Bookstore, Main Campus Information, and Campus Information 2

Questions?

Contact the Campus Information Manager at lsc_campusinfomanager@mail.colostate.edu, 970-491-5402, or stop by the Lory Student Center Information Desk on level 200 near the east entrance with any questions.