



CONESTOGA COLLEGE

Approval for Posting

This form is used for all requests for posting of material promoting programs and college-related activities. Complete, print, sign and submit to Facilities Management for approval. Please include an 8½ x 11" sample copy of the posting.

REQUESTER INFORMATION

Name:

Email:

Student

Employee

Program/Department:

POSTING INFORMATION

Nature of Activity:

Date of Activity:

Date to be Posted:

(this can be up to 10 days prior to start of activity)

Date to be Removed:

(this must be within 48 hours of conclusion of activity)

Location to be Posted:

Cambridge
Ingersoll

Doon
Stratford

Guelph
Waterloo

Comments/Special Notes:

REQUESTER AUTHORIZATION

I have read and understood the posting procedure. I understand that failure to comply with the posting procedure may result in refusal of future requests.

Signature:

Date:

FACILITIES MANAGEMENT AUTHORIZATION

Permission has been granted for the aforementioned person/group to place postings on surfaces other than bulletin boards at the location(s) noted above as per the posting procedure.

Signature:

Date:

Name: Tim Schill (or designate)

Title: Director, Facilities Management