



## Poster Procedures at George Brown College

### Student Association Procedures:

1. Posters must be approved by the Clubs Coordinator and **must contain the Student Association Logo and/or the Clubs Logo**
2. Bronze status clubs
  - a. Free printing of 30 posters, per event
3. Silver status clubs
  - a. Free printing of 50 posters, per event
4. Gold status clubs
  - a. Free printing of 50 posters, per event
5. Please inform me if you want 8.5x11, 8.5x14 or 11x17 posters
6. Must give at least 2 days' notice if you request colour printing
7. Once you have your posters you can post on the Ground Floor in front of the Student Association office and on all the Student Association easels that are located throughout the campus

For George Brown College procedures please read below for all campuses:

### St. James

#### George Brown College Procedures:

1. To post around the College you must go to the Facilities/Campus Management office on the 2<sup>nd</sup> floor, room **209B** and get posters stamped.
2. *They will approve 6-10 copies approved per club/event.* They are approved via a stamp that is dated. Any posters that are not stamped will be taken down by facilities.

#### The Facilities Manager at St James is:

**Carol Fortune**

Help Desk Administrator, F.M.

Facilities: Campus Management

St. James Campus, Building A

200 King St E, Room 209B, Toronto, ON, M5A 3W8

416-415-5000 x2040

[cfortune@georgebrown.ca](mailto:cfortune@georgebrown.ca)

**Please contact the Clubs Coordinator before contacting any facilities manager.**



## **Places you can post on campus:**

### Ground Floor

1. Opposite Student Association – (Rm. 147) (small board)
2. Opposite lockers, outside the Student Lounge
3. Opposite the North Elevators (next to the library)

### 2<sup>nd</sup> Floor- Faculty of Graphic Design

1. Near the East elevators, next to the Assessment Centre and Rm. 212A

### 3rd Floor-Faculty of Business and Creative Arts

1. Right of the North elevators next to lockers and Rm. 369D
2. Pass bulletin board 1 next to Rm. 360E
3. After bulletin board 2, next to Rm. 361
4. Around the corner after bulletin board 3, opposite the ladies washroom and next to Rm. 350E
5. Next to East Elevators and The Faculty of Business and Creative Arts Office.

### 4<sup>th</sup> Floor- Community Services and Health Science

1. Opposite north elevators
2. Left of the north elevators hallway F, near exit 13
3. Opposite the east elevators, hallway C next to Rm. 482C

### 5<sup>th</sup> Floor- Student Affairs and Athletics

(Suggestion: go anti-clockwise)

1. Left out of the north elevators, hallway F, opposite Rm. 594F
2. Go pass bulletin board 1 to hallway E opposite Rm. 540E (Alumni Relations)
3. Hallway E, opposite Rm. 548E, after the stairs and exit No. 2
4. Right of the north elevators next to Rm. 567D
5. Take Student Affairs Reception hallway; go to the east elevators, near exit and before the President's Office.



## Casa Loma

1. Poster must be stamped by Facilities/Campus Management office, located in room C134 in C Building.
2. The posters can only be put up on cork boards. There are no boards in E building.
3. Posters can stay up for 2-3 weeks at a time before they will be taken down or after the date of the event. Clubs can re-post after that.

### The Campus Manager at Casa Loma is:

#### **Eric Schneider**

Campus Manager

Facilities: Campus Management

Casa Loma Campus, Building C

160 Kendal Ave, C134, Toronto, ON, M5R 1M3

416-415-5000 x4312

[eschneider4@georgebrown.ca](mailto:eschneider4@georgebrown.ca)

**Please contact the Clubs Coordinator before contacting any facilities manager.**

### Places you can post:

#### C building-1<sup>st</sup> floor

1. Besides dance studio room 127 (follow campus manager sign)

#### D Building-3<sup>rd</sup> Floor-ESL

1. This board is located just passed the ESL International Office. It's situated close to classroom 308

#### C Building-2<sup>nd</sup> Floor Cafeteria

1. The 2<sup>nd</sup> Bulletin Board is in the same area; it just past Career Counselling, C221 and it is next to the men's washroom
2. It is a small Board situated in the Gymnasium. This board is location where the benches are situated. It is also next to Tim Horton's Cafeteria
3. In front of bookstore

#### C Building-3<sup>rd</sup> Floor



1. There are two boards on this floor, facing each other. Both boards are small. They are located behind (side) of the Open Assess Lab/Library/Learning Commons. If you make a right from the Student Service Centre you will see sign that say Con Ed, before that sign the boards are on the right hand

#### C Building-4<sup>th</sup> Floor

1. 2<sup>nd</sup> Board is located by the Fashion Classes. It is opposite the Sewing Lab (Fashion Lab)
2. Right in front of main staircase

#### C Building- 5<sup>th</sup> Floor

1. From the elevator, make a right turn, then at the first opening make a left turn. The board is located towards the end.
2. Right beside the staircase

#### B Building-2<sup>nd</sup> Floor-Dental Building

1. The board is on the left hand side of the entrance. (This is floor which you access when you come through the door that is next to he traffic light.)
2. You pass the 1<sup>st</sup> bulletin board and walk all the way down till you can only make right turn. On your left hand side, the 2 boards are located besides each other.

#### B Building- 3<sup>rd</sup> Floor-Dental Building

1. This is small board, situated next to the ladies restroom.( This board can be easily accessed if you use the stairs that are next to the traffic light entrance)

#### B Building-4<sup>th</sup> Floor-Dental Building

1. The clinic labs are also located here. The board is large and is opposite the clinic labs



## Waterfront

1. You can post your posters anywhere you see a Student Association easel or on pillars.
2. You cannot post on the walls.
3. If have questions regarding posters you may contact the Facilities/Campus Management office.

### The Facilities Manager at Waterfront is:

#### **Milton Safos**

Facilities Manager

Facilities: Campus Management

Waterfront Campus

51 Dockside Dr, Toronto, ON, M5A 0B6

416-415-5000 x3374

[msafos@georgebrown.ca](mailto:msafos@georgebrown.ca)

**Please contact the Clubs Coordinator before contacting any facilities manager.**

## Ryerson

1. 5<sup>th</sup> floor, near the seating area
2. 6<sup>th</sup> floor, at the back past the SA office
3. You may contact the George Brown office on the 5<sup>th</sup> floor for additional areas.