



# Event Poster CHECKLIST

Poster need to have every  
★ check mark to be approved by ★  
Campus Information!



Name of event

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Date of event

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Time of event

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Location of event

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Name of org/department  
hosting event

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Contact Information  
(email or phone number)

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## DO NOT APPROVE Posters if:

- Poster are not from Coe
- Poster is not an event

When that happens make sure to  
email Vanessa a picture of the  
poster so she can review it.