**From:** Broadcast MGH
**Sent:** Friday, May 18, 2018 2:46 PM
**To:** All User MGH <ALLMGH@partners.org>
**Subject:** New process for reserving poster, flyer, and table spaces

Dear MGH employees:

Starting next week there will be a new process for reserving and getting approval for poster, flyer, and table spaces in public areas of the hospital. If your department uses these spaces for promotional purposes, please familiarize yourself with the steps below:

**Reserving poster/banner space**

1. Please fill out a reservation form at <http://apollo.massgeneral.org/publicspacebookings/>. This will generate an email to the Human Resources Employee Programs team, who will approve your reservation or request alternate dates/locations if needed.
2. Once you have received approval, you will be sent a “ticket” and directed to bring your posters/banner to Human Resources in the Bulfinch Building, Floor 3, Room 360, where HR staff will review the materials to ensure they comply with hospital policy. If approved for posting, they will stamp each poster/banner and your ticket.
3. Once all is approved, you will need to file a work order with Buildings and Grounds, who will pick up and hang posters at desired locations on the requested dates. The stamped ticket should be attached to the materials when B&G picks them up.

**Flyer space**

1. Flyers should be brought to Human Resources in the Bulfinch Building, Floor 3, Room 360, where HR staff will review the materials to ensure they comply with hospital policy. If approved for posting, they will stamp each flyer.
2. Once the flyers are approved, they should be dropped off in the Employee Access Center, Bulfinch Building, Room 107 where there is a designated wall file to the left of the door as you walk in.

**Table space**

1. Please fill out a reservation form at <http://apollo.massgeneral.org/publicspacebookings/>. If your requested dates are available, HR will confirm your reservation request.
2. Once you have received confirmation of your reservation, please email Environmental Services at MGH Main Conf Room to arrange for tables and chairs.

We are confident these new procedures will make reserving spaces for promotional purposes easier for all and thank you for your cooperation. If you have questions, please contact our team at MGHPublicSpaceBookings@partners.org or call 617-643-7666.

Sincerely,

*Jill Monahan*

*Special Events Manager*

*Human Resources*

*Maureen Larkin*

*Senior Manager, Employee Communications*

*Human Resources*