



<b>Information</b>	
Name of Organization:	_____
Person Submitting Request:	_____
Phone: _____	Email: _____
Date of event: _____	Event Title: _____
Date needed up: _____	Date taken down: _____

**Brief description of activity or information you will be promoting in this space:**

\_\_\_\_\_  
\_\_\_\_\_

**Please note:**

- Only chartered clubs/organizations, university departments, or special event groups may reserve banner space.
- Banner space may be reserved for 5 consecutive business days only (Monday through Friday). Only one space per sponsoring organization per given time period.
- Banners must be 3 feet wide and 6 feet long in size and made with banner paper provided in the Student Organization Center.
- Banners must be made with die cut letters and shapes. Banners not made with banner paper and die cut letters and shapes will not be displayed.
- The sponsoring organization must deliver the banner to the Student Center and Activities Office by 10:00am on the reserved start date. Late delivery may cause the sponsor to lose the reservation.
- The Student Center and Activities Office will have the banner hung in the proper location for the sponsoring organization.
- Reservations will be made on a first-come first-serve basis. It is recommended that you reserve your space one week in advance.
- Reservations will be confirmed or denied by the Student Center and Activities Office via email. Reservations are not guaranteed until you receive email confirmation.

**I have read and understand the Banner Posting Guidelines.**

\_\_\_\_\_  
Signature Date

<b>Office Use Only</b>	
Received by: _____	Date: _____
Approved by: _____	Date: _____
Confirmation sent via email: <input type="checkbox"/> yes <input type="checkbox"/> no Initials: _____	

**Please return this form to the Student Center and Activities Office,  
270 Coeur de Catherine. Questions? Call 651-690-6210.**