



Student Union Banner Space Request Form

*Return form to Student Union Administration Office 203

Location: (please check)		
<input type="checkbox"/> Bulletin Board over Water Fountain (3X6)	<input type="checkbox"/> Glass Window South Side of Building	<input type="checkbox"/> Lobby above Ping Pong area

Organization Name:

Contact Person Name:

Contact Cell Phone:

Contact E-mail:

Banner to be used to promote:

Dates banner to be displayed:

As a service to student organizations and departments, the Student Union provides space for student organizations to hang banners to assist in promoting their group's activities and events. Three locations have been designated on the first floor of the Student Union in high traffic areas. Banner space is issued on a first-come-first-served basis to registered student organizations.

Within 48 hours of dropping off your request form, you will be notified if space is available for your banner. Banners will be hung from Monday through Friday (for a maximum of 1 week). It is the organization's responsibility to drop off the banner a week prior to when it will be displayed. If banner is not dropped off on time, the banner will not be hung. All banners must be picked up from the Administration Office room 203 within a week of the banner taken down, or it will be disposed of.

For office use only:

Request form received: _____

Assigned Banner Location: _____

Group Notified about Request: _____

Banner picked up by group: _____

Assigned Dates to be Posted: _____