

Catwalk and Concourse Banner Request Form

Requests for banners must be received no later than five (5) days prior to the display date. Priority will be given on a first-come, first-served basis. Organizations and departments may reserve ONE catwalk to hang a banner for a maximum of 24 hours. Up to 4 concourse banners may be reserved for a maximum of 7 days.

Organization/Department: _____ **Today's Date:** _____

Contact Name: _____ **Phone:** (____) _____

Which would you like to reserve (circle one or both): Catwalk Banner Concourse Banner

For Catwalk Banners, what day would you like to reserve: _____

For Concourse Banners, please select one:

<p><input type="checkbox"/> PRINTED BANNER - \$9 each</p> <p>Number of banners (Maximum 4): _____</p> <p>Color Preference (circle one): Blue Black Red <i>All banners are white with single color copy</i></p> <p>Account Number: _____</p> <p>Date to be hung: _____</p> <p>Date to be removed: _____</p>	<p><input type="checkbox"/> HANDMADE BANNER – Free</p> <ul style="list-style-type: none">Handmade banners should be no larger than 3 feet wide by 9 feet long. Banners larger than these dimensions will not be hung.You may utilize supplies in the Office of Student Activities to make your banner.Please notify the Student Activities Proctor when your banner is complete and ready to be hung. <p>Date to be hung: _____</p> <p>Date to be removed: _____</p>
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Special instructions: