BANNER REQUEST FORM – WEST BRIDGE

Before completing this form, you should be familiar with the applicable sections of the Student Code regarding the use of campus grounds and the Sale or Distribution of Literature on campus. These policies are stated in the Student Organizational Handbook. This form should be submitted to the Hughes-Trigg Staff Office at least 3 working days before the requested dates.

Sponsoring Organization ____________________________________________

Organization Representative _________________________________________

Address __________________________________________________________

Phone ______________________ Email Address _________________________

Sponsoring Organization Advisor _____________________________________

Phone ______________________ Email Address _________________________

Event Name ________________________________________________________

Requested dates for posting __________________________________________

Dates banners will be removed by organization __________________________

Actual Date Of Event __________ From______________ To______________

am/pm                   am/pm

Purpose of Event ____________________________________________________

Description of signage (# of signs, size, etc.) __________________________

The Sponsoring Organization is required to remove all signage from the West Bridge by the date given on the request form. Failure to do so will result in a $50.00 cleaning fee or suspension of further use of campus grounds.