

Premium Banner/Signage Reservation Form

Please return or fax this completed form to the Office of Student Programs and Activities located in the John F. Gibson University Center no less than **FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED**. For additional information, or if you have questions, contact the Office of Student Programs and Activities at 460-1396 (Fax: 460-1653). **No display or posting should take place until confirmation of approval has been made.**

University Department/Student Organization _____

Name _____

Phone _____ E-mail _____

Reason/Purpose for Publicity _____

Requested Date(s) of Posting _____

Indicate below the exact wording of banner(s):

Premium Site (6' – 8' Banners Only):

- Banners must be professionally produced, weatherproof, and properly secured at all times.
- Maximum banner length of 8' and standard width of 3' or 4'.
- Banners left hanging beyond the approved posting date may be removed at the expense of the sponsoring department or student organization.

- Location A** (Agriculture & SEREC Building)
- Location B** (Baptist Collegiate Ministries Center)
- Location C** (Four-way stop adjacent to Harris Hall parking lot)
- Location D** (Four-way stop west of Public Safety)
- Location E** (Four-way stop south-west of Public Safety)
- Location F** (Fine Arts Center)
- Location G** (Missionary Baptist Student Fellowship Center)
- Location H** (Wesley Foundation Center)
- Location I** (Gibson University Center)

The signature below indicates that the individual has read and agrees to comply with the UAM Banner/Signage Policy, and recognizes that he/she may be held individually responsible for any violation of the UAM Banner/Signage Policy or other University policy.

Signature of University Department or Student Organization Representative

Date

-----**FOR OFFICE USE ONLY**-----

Date/Time Request Received ___/___/___ a.m/p.m by _____

Approved ___/___/___ by _____

Disapproved ___/___/___ by _____