

REQUEST TO DISPLAY BANNER(S) ON CAMPUS

(Please print or type)

Name of Person Submitting Request

Department/Organization

Address

Email address: _____

Phone

Fax

Reservation Policy:

Requests for banner display may not be submitted more than four months in advance of the date for which the banner site is being requested.

Banner display is approved for no more than 2 weeks prior to the actual event.

Banner display reservations are accepted for no more than 3 banner sites.

Banners displayed on campus must be in accordance with the attached specifications. Banners failing to meet specifications will not be installed. Listed below are the sites at which banners can be displayed. Please indicate which site(s) and dates you wish your banner(s) to be displayed.

	One Side of Street	Date Installed	Date Removed
Site #1 Highland Road by Pleasant	_____	_____	_____
Site #2 Dalrymple Drive by Lab School	_____	_____	_____
Site #3 Tower Drive by the Union	_____	_____	_____
Site #4 S. Stadium by Parker Coliseum	_____	_____	_____
Site #5 Highland by Wildlife Building	_____	_____	_____
Site #6 S. Stadium by Public Safety Bldg.	_____	_____	_____

_____ I will pick up the banner(s) after display (any banners not picked up within seven days will be disposed of by Facility Services).

_____ I want Facility Services to dispose of the banner(s).

I acknowledge that there is a charge of \$25.00 per banner and authorize Facility Services to charge the cost to budget account number _____.

I acknowledge that the University reserves the right to deny a banner request if it is determined to be in the best interest of the University to do so.

Signature of Requestor

Date

Please return this form to the Office of Finance & Administrative Services, 330 Thomas Boyd Hall, as soon as possible. It can also be faxed to Finance & Administrative Services at 225 578 5403. If you have any questions, please contact Lyn Taylor, Finance & Administrative Services at 578 3386.

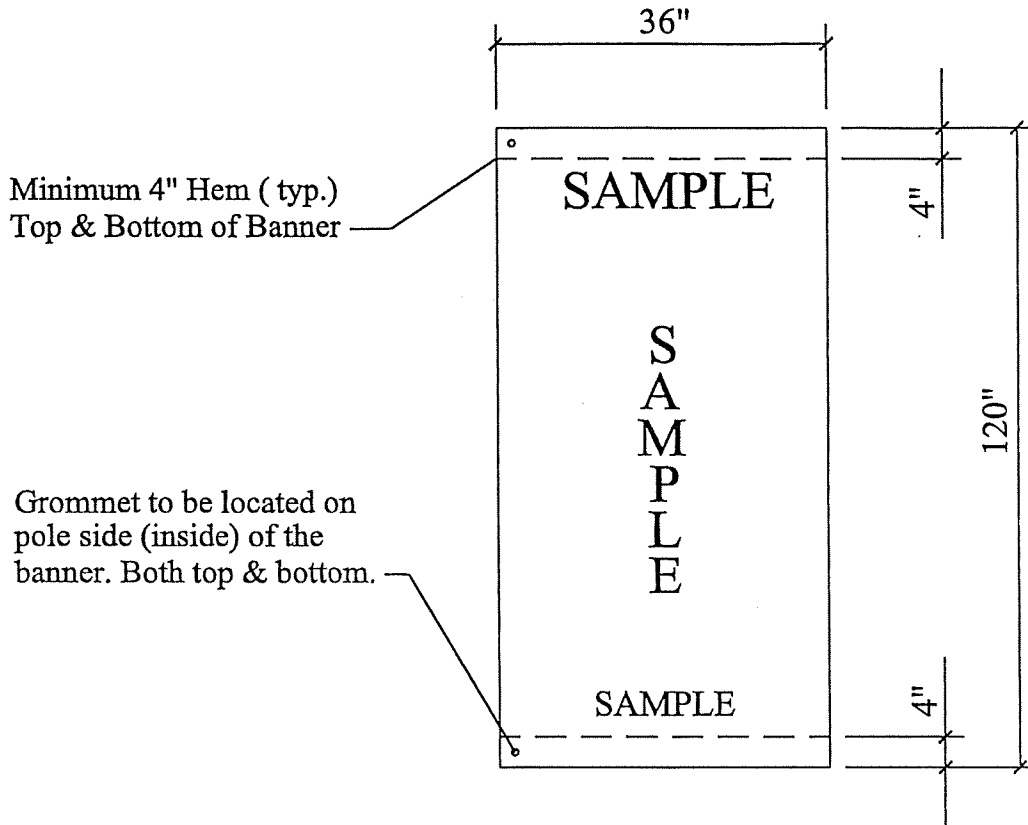
.....
APPROVED: _____

Finance & Administrative Services

Date

A COPY OF THIS APPROVAL MUST BE ATTACHED TO YOUR BANNER AT THE TIME IT IS DELIVERED TO FACILITY SERVICES.

VERTICAL "BOULEVARD BANNER" SPECIFICATIONS



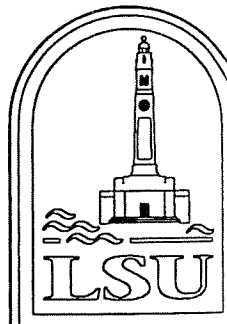
Minimum 4" Hem (typ.)
Top & Bottom of Banner

Grommet to be located on
pole side (inside) of the
banner. Both top & bottom.

1. Banners are to be double sided & made of 14 oz. vinyl fabric.
2. All banners shall have a 4" sleeve folded into top & bottom of banner to slide onto banner support brackets.
3. All banner materials and workmanship are to be done in accordance with the highest industry standards.
4. Banners are to be delivered to Facility Services Customer Service Department 7 days before scheduled installation. If requestor wishes the banner returned, they are to be picked up within 7 days after removal.

NOTE :

Banners failing to meet the above specifications will not be hung !



**OFFICE OF
FACILITY
SERVICES**

LOUISIANA STATE
UNIVERSITY
BATON ROUGE, LA. 70803
225 388 3186

CHECKED BY: _____

DRAWN BY:
R.GREENLEE

FILE NAME:
BANNERS.DWG

SHEET No.
B1
OF NO.
DATE : SEPT.,2001