



Banner Posting Request **David Student Union**

Sponsoring Organization: _____

Requestor's Name: _____

Contact Phone: _____ Contact E-Mail: _____

Group President: _____ Phone: _____

Desired Dates of Posting (*Maximum of 5 Days*):

State Date: _____ End Date: _____

Event Being Promoted: _____ Date: _____

The event being promoted on the banner must be a confirmed booking.

Reservation Confirmation ID for Event Being Promoted: _____

Exact Wording to Be Printed On Banner:

All Banner Posting Requests Must Be Approved by the Director of Student Activities. The Office of Student Activities is located in Suite 330 of the David Student Union and can be contacted at 757-594-7260.

Director of Student Activities

Date

Scheduling Office

Date



BANNER POSTING POLICY FOR THE DAVID STUDENT UNION

Adopted September, 2006

1. Only recognized Christopher Newport University organizations and University departments can post banners in the David Student Union. Off-campus organizations/businesses are not allowed to hang banners.
2. Banners may be a maximum of 72 inches long by 48 inches tall. The actual banner must be made out of paper provided by the Student Activities Office. Professional vinyl banners are also acceptable.
3. Banner content must meet the same policies set forth by the SGA Posting Policy.
4. There can only be one banner per event at one time. Organizations holding multiple events in the same timeframe are encouraged to combine promotion on one banner.
5. Banners are eligible for hanging **no more than 5 days prior to the event being advertised.**
6. To hang a banner, organizations request space through the Scheduling Office. Space is given on a first come, first serve basis. Once approved, organizations will bring the banner to the Scheduling Office for hanging.
7. Candidates for any type of elections may not hang banners. However, banners advertising the actual election (the event) will be allowed.
8. Banners are to advertise events only, not regular weekly meetings.
9. All letters must be "Ellison type-machine" cut-out letters on paper or light fabric. No lettering may be done in marker, crayon, color pencils, spray paint, etc.
10. Student Organizations may not physically hang up or take down their own banners. This will be the responsibility of the Student Union staff.
11. Banners are hung on the 2nd level on the rails nearest the student mailboxes.
12. Banners are taken down within 24 hours of the completion of the advertised event or function. Organizations are not penalized if scheduling does not take down the banner in time.
13. Paper banners are not returned.
14. If an organization is found not in accordance with this policy, they may lose banner AND flyer posting privileges. These policies will be monitored by the SGA Posting Policy Committee and Student Union officials.

Requestor's Signature

Date

ALL REQUESTS FOR BANNER POSTING MUST BE SUBMITTED NO LATER THAN 2 WORKING DAYS BEFORE DESIRED DATE OF POSTING.