

BANNER REQUEST FORM – COMMONS

A request to hang a banner in the Commons must be submitted at least 5 working days prior to the time the banner is to be hung. Banners with the attached request form should be left in the “Banners to be Approved” basket in the Hughes-Trigg Student Center Staff Office. The sponsoring organization will receive a copy of the Banner Request Form indicating approval or disapproval and location assignment for the banner. The sponsoring organization is responsible for hanging the banner once it is approved and removing it after the event.

Sponsoring Organization _____

Organization Representative _____

Phone _____

Email Address _____

Event Name _____

Target Audience for Event _____

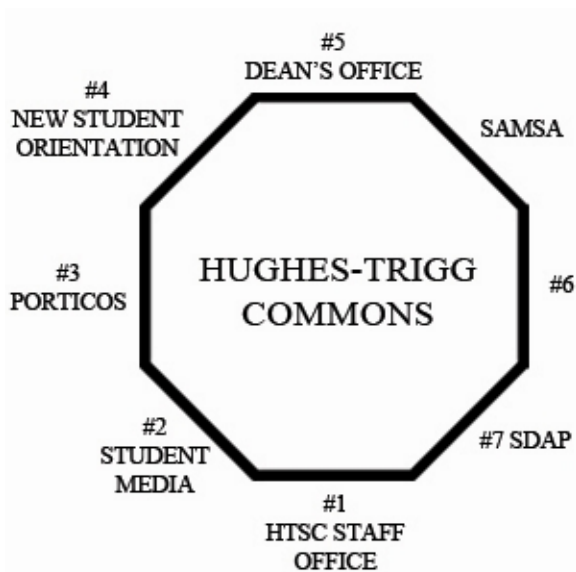
Dimensions of Banner _____

Requested Dates for Posting _____

Area Requested 1st choice _____ 2nd choice _____ 3rd choice _____
 (see diagram below)

Would you like to: Pick up banner after the event _____ Throw it away _____

Posting Areas in the Commons



Approved for Area # _____

Dates for Posting _____

Marketing Manager Signature

_____ **NOT APPROVED**

Please review Guideline # _____

Banner Guidelines

The Hughes-Trigg Student Center Governing Board has authorized Chartered Student Organizations and University departments to request permission to hang banners in the Commons.

Banners must meet the following criteria in order to be approved for posting:

1. No more than seven (7) banners may be posted in the Commons at any one time.
2. Only chartered student organizations and University departments may request banner space.
3. The banner must list the name of the sponsoring organization(s), as well as the date, time, and location of the event.
4. The banner must promote a campus-wide event that is open to the entire SMU community. Banners promoting an organization or meeting (which will be defined as an assembly of organization members on a regular basis), will not be approved.
5. All chartered student organizations and University departments will be permitted two (2) recruitment drive banner submissions per semester.
6. Banners must be of exceptional quality. The Hughes-Trigg Marketing Office will make the determination as to whether a sign is of sufficient quality to be posted in the Commons. Such things as artistic or graphic features will be taken into consideration. Lettering must be precise and neat.
7. Banners may be posted for up to one week. Organizations may request permission to post a banner for an additional week by submitting a separate request form. However, the banner will be approved for a second week only if space is available.
8. Sponsoring organizations are responsible for securing the banner to the upper railing with string and also removing the banner after the event.
9. **Size limitations:**
Horizontal banners: minimum: 6' x 4'; maximum: 8' x 4'
Vertical banners: minimum: 3' x 6'; maximum: 6' x 6'