

# Banner Request

Name of Requester: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Organization: \_\_\_\_\_

Faculty Advisor for Organization (if applicable) \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Purpose of Banner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Faculty Advisor (if applicable)

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_

Roy L. Moore, Dean  
College of Mass Communication

All requests must be approved in writing by the dean, prior to hanging of banner or banner will be removed and destroyed. Only official College of Mass Communication events and/or College of Mass Communication organizations may request banner space in our building.

Banners can be no wider than 72 inches and no taller than 40 inches.  
(This is the equivalent of 2 sections of railing and should hang to the edge of the floor.)

Banners cannot be displayed for a period of more than one week. If banners are not removed in a timely manner, the requester and/or organization will not be granted banner privileges in the future.