

BANNER BRACKET ADVERTISING REQUEST FORM

Obtaining the necessary approval signatures signifies confirmation that

1. The banner brackets must be mounted & dismounted by Facilities Management only. The typical cost is \$12-24 per use.
2. The requestor understands and accepts his/her responsibility to **clear his/her artwork completely within 24 hours of the end of the event**. If this step doesn't happen, the Office of Facilities Management will do the work instead and bill the department budget number for the labor. Please note that all paint needs to be removed from the windows.
3. The requestor understands and accepts the advertising guidelines for this advertising venue (available in online CAS handbook).

Today's date:

Your name:

Your phone #:

Event name: _____

Name of sponsoring department: _____

Event date: _____

Name of department contact: _____

Event location: _____

First date artwork will be displayed: _____

Department contact's phone #: _____

Last date of event: _____

Budget number: _____

Turn this page horizontally and provide a preview of your advertisement below (text & artwork).

TOP

BOTTOM

APPROVALS:

1. **BSG:** Executive of Comm. and Marketing for BSG Date

2. **Office of Facilities Management:** Barry Holst (or Molly Holmes, Julie Curtis, Connie Miller in his absence) Date

3. **Office of Student Life:** Administrative Assistant Date

After obtaining the necessary signatures, bring back to CAS Student Life for Amy Corriher. She will work with you to complete the Facilities Management mounting order and will make a copy for her records.