

# 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. **BSA:** Executive of Comm. and Marketing for BSA Date  
\_\_\_\_\_
2. **Office of Facilities Management:** Steve Porter (or Tom Trainor in his absence) Date  
\_\_\_\_\_
3. **Office of Student Life:** Office Manager (Sarah Moberg) Date  
\_\_\_\_\_

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