

Elliott Student Union Banner Reservation Request



Name: _____

Email: _____

ID Number (700#): _____

Organization (if applicable): _____

Dates requesting: _____

Banner Proof is attached:

Yes

No. Note: _____

Please check a location for banner:

Railing in front of the Union Bowling Center

Outside railing in front of Clock Tower

Please make sure banners are:

- From a registered student organization or department.
- Professionally made of vinyl, nylon or other approved material with eyelets for hanging. Due to weather conditions, grommets and wind pockets are suggested.
- Hung with ties or cords, not tape.
- **Must be 2' by 4' (2 feet high and 4 feet wide)** -
- May be displayed for a maximum of two weeks.
- Hand-made banners are not permitted.

Please submit your Banner Reservation Request and banner proof image for content approval to Adriana Vivas at vivas@ucmo.edu or turn it in to Union 301. Requests for inside banner locations will not be accepted. A staff member will hang the banner once turned in. See the Campus Posting Procedures section for general posting policies. A limit of 12 banners can be accommodated. Elliott Student Union reserves the right to deny banners.