IUPUI CAMPUS CENTER
Banner Postings Request

Banner space to advertise IUPUI campus programs and events is available in the Campus Center.
This form is only a request. Please allow 3 business days for processing. Confirmations will be sent via email, usually within 3 business days. Completed forms may be returned to the Campus Center Administrative Office (CE 278) or faxed to 278-0828

Space for this type of advertising is on a first come first serve basis and space is very limited. The following regulations do apply:

Banners

- Display is limited to the 1st floor windows on the south side of the building (facing Vermont Street). Banner may be double sided (viewed from inside and/or outside the building).
- Size must be between 24 - 36 inches wide (width), and 24 - 72 inches long (length).
- All banners must have grommets (holes) to connect to the appropriate mounting hardware.
- Banners can only be hung using suction cups attached to the windows (no tape is allowed).
- Requests will be accepted on a case-by-case basis, as space is available.
- There is a 10 day limit for banner displays.
- All banners will be hanged by the Campus Center Operations staff.
- Banners not picked up within 1 business day after the display period ends will be destroyed

Requestor

Name: _____Campus ID #_____

Phone # _____ Email: _____

☐ Faculty/Staff ☐ Student Dept. /Group: _____

Event/Posting Information

Name of Event: _____

Posting Start Date: _____ Posting End Date: _____

I have read and agree to abide by the policies governing the use of the IUPUI Campus Center, as listed in the Campus Center Policy and Procedures Manual. I certify that I am a current student, faculty, or staff at IUPUI. I certify that the information I have submitted is correct. I understand that submitting this form is only a request, and space may not be available. I understand that if I do not adhere to this agreement or any part hereof, that my privilege of using this manner of display in the Campus Center can be forfeited.

_____

Signature Date

For office use only: Approved: Yes No Dates from _____ to _____

8/08 Ini. _____ Date _____