

Banner Posting Request

Today's Date: _____

Name: _____

Please check one:

- Student Organization
- Cal State L.A. Faculty or Staff
- Other:

Contact Phone Number (daytime): _____

Email: _____

Time span for banner posting:

from: _____ to: _____

Banner Location: _____

Please check one:

- Please discard banner when it is removed.
- Banner will be picked up - the individual listed above will be contacted if the banner is not picked up within one week after removal. After three attempts to contact the individual, the banner will be discarded.

Return this completed form, with the banner to be hung, to the Center for Student Development and Programs, University-Student Union room 204.

The form and the banner must be submitted by 6:00pm on the Wednesday prior to the week of posting. Banners are hung on Mondays and removed on Fridays by the staff of the Center for Student Development and Programs. Banners are displayed for no longer than a two-week period, as space permits. One banner per event/service is allowed at any given time.

Banners shall be no larger than 6 feet long by 3 feet high. Vinyl banners with grommets for hanging are preferred. Paper banners are permitted, but will be removed at the discretion of the Center for Student Development and Programs if they become damaged.

The Center for Student Development and Programs is not responsible for lost or damaged banners.

Please see the Center for Student Development and Programs for a complete copy of the Banner Posting Procedures.