

# Student Union Easel Request Form

Easel displays will be limited to the **EAST ENTRANCE DOORS** (campus-side) of the Student Union.

No more than two easels are permitted at each entrance (north doors and south doors) at any one time.

Today's Date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_  
(Maximum of THREE days)

Organization Name: \_\_\_\_\_

Representative: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## **POLICY:**

- Easel displays will be limited to **THREE** (3) days per week.
- The name of the sponsoring organization must be clearly displayed.
- The poster must be approved by the Center for Student Involvement.
- The event advertised must be sponsored by a university recognized organization or department
- There can only be **one poster per event, per organization.**
- The organization is responsible for taking down the display. **Our staff will recycle any displays left after the reservation has ended.**
- The Student Union will not be responsible for storing any signs prior to the scheduled publicity reservation.
- Additional easel space will be granted for large events for the **day of the event only.**
  - ✓ Must be a campus-wide event such as Homecoming, Visit Day, or Career Fair, etc.
  - ✓ Must be sponsored by a division of university office
  - ✓ All other requests must have approval of the Director of the Student Union

For office use:

Date Received:	Date Entered:	Who Entered:	Reservation #: