



Student Union Easel Request Form

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

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

There shall be no more than two easels at each entrance (north doors and south doors) at one time. Organizations are limited to one easel per event.

Date(s) Requested: _____
(Maximum of 3 days)

Name of event you are publicizing: _____

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 past the allotted time.**
- Additional ease 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