



# Student Union Publicity Easel Request Form

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.

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 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