

## **BANNER DISPLAY**

Recognizing that events or special occasions will arise from time to time necessitating the displaying of a banner, the following guidelines have been established:

ALL banners, prior to being hung, must be initially approved by Michelle Whited, Director of Student Activities extension 3050.

Approved University student organizations may display banners by Olin Hall on the Quad side concrete rail. All academic/auxiliary facility banners may be displayed on the Visitor's Center/Bookstore or Student Center.

Olin Hall banners are to be 20 foot long by 3 foot high maximum and hung from the concrete rail running along the north side of the patio. The Director of Student Activities may limit the size of banners based on the number of requests that coincide in dates. Banners at this location must be hung with bungee cords or rope.

Visitors' Center/Bookstore and Student Center banners are to be 10 foot long by 3 foot high maximum. Facilities Management Department employees will assist in the hanging of these banners.

Banners up to 6 feet must have a grommet in each corner. Banners more than 6 feet up to 10 feet must have a grommet in each corner and a grommet midway on each long side. Banners over 10 feet long shall have grommets in each corner and two (2) additional grommets evenly spaced on each of the long sides.

Banner construction including lettering must be non-fading.

RED/cm  
3/08