

Sam Houston State University

Banner Posting Request

Mall Banner Spaces

- Requests and approval for use of the banner space(s) outside and adjacent to the Lowman Student Center must be made on a form provided in the Lowman Student Center Office. Banner space/s available on a first come, first serve basis.
- Banner(s) to be hung must be delivered to the Lowman Student Center at least one (1) day prior to display.
- Banners must be installed and removed by Lowman Student Center office personnel.
- All banners must be constructed of reinforced, weather-resistant material with brass grommets spaced on two (2) good centers, top and bottom, and edges hemmed.
- Banners must carry the name of the sponsoring organization in writing large enough to be readable by the average viewer and the information on the banner must be limited to the promotion of the activities of the sponsoring organization.
- Banners must be approved for posting by the Student Activities Office.
- Banners may be displayed for a period not to exceed two weeks per semester/summer session or until conclusion of the advertised event, whichever occurs first.
- Display Options: The banners will be displayed on one of the wires located between the columns on the mall side of the LSC.

Atrium Banner Spaces

- Request and approval for use of atrium banner space(s) inside the Lowman Student Center must be made on a form provided in the Lowman Student Center. Banner space available on a first-come, first-serve basis.
- Banners are to advertise special events and programs open to the entire university community. Banners must include the following information: Sponsor(s), event title, time, date, location, and admission fee, if any. Regularly scheduled meetings are not appropriate for banner use.
- Banners must be approved for posting by the Student Activities.
- Banners may be displayed for a period not to exceed one (1) week or until conclusion of the advertised event, whichever occurs first. The sponsoring organization is responsible for putting up/taking down banners.
- Banners are restricted to a maximum size of 3' X 10' vertical. There will be no horizontal banners.
- Banners should be hung using only rope or line.

Organization: _____

Name of Event: _____

Person Making Request: _____

Contact Number: _____ Email Address: _____

Dates the Banner will be Displayed: _____ to _____

Please choose one of the following locations for the banner to hang

Mall Locations

On the Library end Near the center of the LSC On the Fountain end

LSC Locations

Third Floor Atrium

LSC Staff Approval: _____ Date: _____