



# LOWMAN STUDENT CENTER

SAM HOUSTON STATE UNIVERSITY

## BANNER POSTING REQUEST

Request must be received at least 2 business days prior to posting.

Reservation request is not confirmed until a confirmation number is assigned and you receive an e-mailed confirmation.

Contact Details			
Organization:			
<i>STUDENT ORGS: Contact person must be listed on the "LSC Student Organization Contact Form."</i>			
Contact Person:			
Phone:		SHSU Email:	

Event Details			
Start Date:		End Date:	
Location:	<input type="checkbox"/> Library end of LSC <input type="checkbox"/> Center of LSC <input type="checkbox"/> Fountain end of LSC <input type="checkbox"/> 3 <sup>rd</sup> Floor Atrium		
Banner Title/Event:			
Banner Description:			

**All groups using LSC facilities are responsible for reviewing guidelines found on back side of form.**

### **Banner Requirements:**

- **Student Organization banners must be approved for posting in advance by the Department of Student Activities.**
- Banners in the Mall area will not exceed 4 feet high by 10 feet wide horizontal. No vertical banners allowed.
  - Atrium banners are restricted to a maximum of 3 feet by 10 feet, vertically. No horizontal banners allowed in the LSC 3<sup>rd</sup> Floor Atrium.
- All outdoor banners must be constructed of reinforced, weather-resistant material with brass grommets.
- Banners must include the following information: name of sponsor(s), event title, time, date, location, and admission fee, if any. Banner use is not considered appropriate for the advertisement of regularly scheduled meetings.

### **BANNER POSTING AGREEMENT:**

*I understand and agree to abide by all the rules and regulation of the LSC, and the guidelines in the LSC Operations Policy. I understand that I am responsible for reviewing the guidelines found on the back of this form.*

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

<b>SUBMIT TO:</b> <b>SUBMIT TO:</b> Lowman Student Center, Suite 311 <a href="mailto:lsc_www@shsu.edu">lsc_www@shsu.edu</a> Phone: 936.294.1759
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<b>LSC OFFICE USE ONLY:</b>  Dates Reserved: _____ Confirmation #: _____ Wire #: _____
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## **LSC Banner Reservation Guidelines**

### Mall Banner Spaces (Exterior)

- 1) Banners must be delivered and no later than 2 days prior to display.
- 2) Banners will be installed and removed by LSC Office personnel.
- 3) All banners must be constructed of reinforced, weather-resistant material with brass grommets spaced on two (2) foot centers, top, bottom, and edges hemmed.
- 4) Banners must carry the name of the sponsoring organization in writing large enough to be readable by the average viewer. The information on the banner must be limited to the promotion of the activities of the organization.
- 5) Banners may be displayed for a period not to exceed two (2) weeks per semester or until conclusion of the advertised event, whichever occurs first.
- 6) Banner space is located between brick columns of LSC adjacent to Mall Area. Banners will not exceed 4 feet high by 10 feet wide horizontal. No vertical banners allowed.
- 7) Banners must be picked up within one week of the reservation's expiration date. If a banner is not picked up the banner will be discarded.