

**Student Affairs**

Student Center Operations

## **STUDENT CENTER ATRIUM**

### **EXTERNAL BANNER DISPLAY POLICY/REQUEST**

Banners are posted at the discretion of the Student Center Staff and may be denied or removed for any reason without notice. In the event of banner removal, all fees associated with the banner are subject to forfeiture and loss of the client. Questions about this policy may be directed to the Student Center Operations office by phone at 215.204.7131 or by e-mail at [hgscinfo@temple.edu](mailto:hgscinfo@temple.edu).

**Before banner is produced:**

1. Content must be approved and verified. Submit a copy of banner design to the Operations Manager for **approval**. Email [HGSCinfo@temple.edu](mailto:HGSCinfo@temple.edu) for approval.

 Content Approved Declined\_\_\_\_\_  
Operations Manager Signature\_\_\_\_\_  
Date

2. Banners must be produced by the Graphics Media Center unless **WAIVER** is granted. All other banners must fulfill guidelines as outlined below.

 GMC to Produce GMC Production Waiver\_\_\_\_\_  
Operations Manager Signature\_\_\_\_\_  
Date**Banner Guidelines:**

- a. Only one banner per organization or department may be displayed. Banners may be displayed for a maximum of **two weeks**. They will be removed from the Atrium after the reservation ends and the organization/department will have **3 business days** to claim it from the Office of Student Center Operations before it is discarded.
- b. Banners may not be larger than 42" x 60" (w/h) and **must** be in portrait layout. Banners must have a minimum of 3 reinforced grommets in the top to allow for safe hanging in the atrium. Vinyl or heavy weight paper is preferred. No corrugated or mounted banners will be accepted. Banners must be made of flexible material.
- c. The name of the sponsoring organization or department must be clearly stated on the banner.
- d. No banners will be displayed using the words **SAC** or **Student Activity Center**.
- e. Banners making references to the consumption of alcohol or tobacco use and those with sexually or other explicit content are prohibited.
- f. Banners cannot be updatable. Updates made with Velcro and other adhesives will not be allowed.
- g. Banners must follow Temple Branding guidelines:
  - a. No changes may be made to Temple University logos (including color changes).
  - b. The Temple T cannot be used as part of a word or to create a new logo.

**The cost for banner advertising is \$275 per 2 week period.**

Checks may be made payable to Temple University.

Payment is required prior to banner posting.

Payment can be submitted to the Office of Student Center Operations, Suite 219M.

[studentcenter.temple.edu](http://studentcenter.temple.edu)

Updated 8/27/2018

# **STUDENT CENTER ATRIUM**

## **EXTERNAL BANNER DISPLAY POLICY/REQUEST (Page 2)**

I HAVE READ THE ABOVE GUIDELINES AND AGREE TO FOLLOW THEM. I UNDERSTAND THAT FAILURE TO ABIDE BY THE ABOVE REGULATIONS MAY RESULT IN REVOCATION OF FUTURE POSTING PRIVILEGES.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Requested Display Dates:** \_\_\_\_\_  
**Organization/Department:** \_\_\_\_\_  
**Banner Description:** \_\_\_\_\_  
**Payment Amount:** \_\_\_\_\_ **Payment Method:** \_\_\_\_\_

Return completed form to the Office of Student Center Operations with a hard copy of your banner design and your completed banner. Upon submission, the Office of Student Center Operations will supply display dates. A specific display location will not be provided. Efforts will be made to reserve a space for a group's banner based on need, but reservations are completed on a first come/first served basis only.

<b><i>Internal Use Only</i></b>
Display Date: _____
Removal Date: _____
Ops. Manager: _____
Payment Date: _____