Banner Request Procedure – External Clients
Student Center Atrium

This procedure provides information for external client use of banner locations in the Student Center Atrium. Local companies, organizations and groups have the ability to market using banners in the Student Center Atrium under the conditions and specifications listed below. There are a total of 5 banner locations in the Atrium which will be scheduled on a first come, first served basis. 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.

Before banner is produced:

1. Content must be approved and event information must be verified. Submit a hard copy of banner design to the Graphics Media Center for approval, located in Student Center North Lower Level.

   □ Content Approved
   □ Declined

   GMC 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

   GMC Signature
   Date

3. The cost for banner advertising is $275 per 2 week period per banner (Checks may be made payable to Temple University) and payment is required prior to banner posting. Payment can be made to GMC, or to Student Center 219M.

4. After content approval, submit this form, receipt of payment, and a hard copy of the design to the Student Center Information Desk for tentative scheduling. Forms without hard copy or receipt will not be accepted. The Information Desk cannot specify where your banner will be hung.

   □ Space Available
   □ Declined

   Organization/Department Name
   Banner Description
   Information Desk Signature
   Date

5. Upon submission of form and banner design copy, the Information Desk staff will supply tentative display dates. 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.

<Continued>
**After banner is produced:**

6. The banner must be brought to the Information Desk for final approval and posting schedule. Banners should be produced in a timely fashion to improve chances for display. If the banner does not follow this Banner Display Policy, it will not be displayed until revisions are made.

Banner guidelines:

   a. Only one banner per group may be displayed for a 2 week period.
   b. Each group is limited to two, two week banners per semester.
   c. Banners must include contact information including organization name, phone number, and e-mail or web address.
   d. Banners may not be exceed 42”x 60” (w/h) in size and must have a minimum of 4 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.
   e. No banners will be displayed using the words **SAC or Student Activity Center**.
   f. Advertising of tobacco, alcohol, or services in direct conflict with contracted University products is prohibited (some local apartment/housing units may be exempted from this guideline).
   g. Banners including any sexually explicit material are prohibited.
   h. 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.

7. 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 before it is discarded.

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*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.*

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<th>Organization Name:</th>
<th>Organization Representative:</th>
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<tr>
<th>Organization Phone:</th>
<th>Signature:</th>
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<table>
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<tr>
<th>Dates requested:</th>
<th>Hold for pick-up:</th>
<th>Yes</th>
<th>No</th>
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**For Information Desk Staff Use:**

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<tr>
<th>Info Desk Initials</th>
<th>Display Location</th>
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<thead>
<tr>
<th>Dates for display:</th>
<th>Pick-Up date &amp; signature</th>
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