



## Banner and Display Case Registration Request

Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

*Banners and Display Cases can be in use by one group for no longer than 30 days.*

### Request for:

- Banner**    Date Up: \_\_\_\_\_    Date Down: \_\_\_\_\_
  - ✓ Please make sure banners are equipped with grommets or holes for hanging.
  - ✓ Banner must be picked up in MSU 274 within 2 days after it is taken down. Banners not picked up will be discarded.
  - ✓ Location choices are not guaranteed.
  - ✓ Requests must be submitted 1-2 days prior to the requested installation date.

Please specify the text on the banner and the purpose:

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- 1<sup>st</sup> Floor Display Case**    Date Range: \_\_\_\_\_ - \_\_\_\_\_

Please specify the content and the purpose:

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- 2<sup>nd</sup> Floor Display Case**    Date Range: \_\_\_\_\_ - \_\_\_\_\_

Please specify the content and the purpose:

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Advisor/Department Head Signature: \_\_\_\_\_

Please submit to Student Union and Involvement Services, MSU 274.

If you have any questions, please call 610-683-4087.