

Date received: _____
Received by: _____

Banner Space Reservation Request

Name: _____
 Email: _____ Phone: _____
 Department / Student Organization: _____
 Name of the Event: _____
 Date of the Event: _____
 Reservation Start Date: _____ Reservation End Date: _____

* Note to Student Organizations: A request for a commonvision design must be submitted at least two weeks before requested display date. It is recommended that you receive reservation confirmation before placing an order. For information on alternate means of publicity please contact commonvision@umbc.edu.*

Form Submission Forms must be completed and submitted to commonvision a **minimum of 7 business days** prior to the date that the banner is to be hung.

Space Reservation Banner space is available to recognized campus organizations, academic, and auxiliary departments on a first come first serve basis.

Location are in The Commons Main Street and Lobby areas.

Banner space may be reserved for up to 10 consecutive business days and only one space per sponsor per given time.

Banners Banners must be in conjunction with an on campus event or program.

Banners are to be produced by commonvision and will be hung by The Commons Operations staff.

If an organization or department requests to display a banner not produced by commonvision, a fee of \$25.00 will be assessed. The banner must be dropped off to commonvision within 3-5 business days of desired display date.

Removal & Storage Banners may be removed as soon as one day after the event date and will be stored in the commonvision office.

Banners must be picked up by the organization or department within 10 business days or removal date, after which time the banner will be recycled.

My signature affirms that I have read, understood, and will abide by the guidelines stated above.

Signature: _____ Date: _____

PLEASE DO NOT WRITE BELOW THIS LINE ---- OFFICE USE ONLY

BANNER SPACE RESERVATION

Approved Not Approved Reason: _____

Banner location: MAIN STREET 1ST OVER HANG 2ND OVER HANG BRIDGE / MAIN STREET SIDE BRIDGE / LOBBY SIDE

B1 **B2** **B3** **B4** **B5** **B6** **B7** Other: _____

Processed by: _____ Date: _____