

commonvision

The Commons, UMBC

tel: 410-455-1884

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Date Rec'd: _____
Rec'd By: _____
Broadcast Date: _____

Banner Space Reservation Request University of Maryland Baltimore County

- Banner Space Request Forms must be completed and submitted to commonvision (located on the first floor of The Commons) a minimum of **7 business days prior** to the date that the banner is to be hung. We cannot guarantee last minute reservations, changes or additions.
- Banner space is available to recognized campus organizations, academic, and auxiliary departments on a first come first serve basis. *Banners must be in conjunction with an on campus event / program.*
- All banners are to be produced by commonvision and will be hung by The Commons Operations staff.
- Banner space may be reserved for **7 consecutive business days**. Only one space per sponsor per given time.
- Banner may be removed as soon as one day after event date and will be stored in the commonvision office. They must be picked up by the organization or department within 10 business days of removal date. Failure to do so will result in disposal of the banner.

Note: 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 of alternate means of publicity as well as cost for other banners and other advertising materials please contact commonvision@umbc.edu.

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

Signature

Date

Name: _____

Email: _____ Phone: _____

Department / Student Organization: _____

Name of the Event: _____ Date of the Event: _____

PLEASE DO NOT WRITE BELOW THIS LINE ~ OFFICE USE ONLY

Space Reservation

___ approved ___ not approved reason: _____

Space	Main Street		1st over hang		2nd over hang		Lobby Bridge		Main Street Bridge
The Commons:	1	2	3	4	5	6	7		

Processed By: _____ Date: _____