University Way Banner Request Form

Contact Person: __________________________ Phone Number: __________________________

Name of Event/Program: _____________________________________________________________

Banner Dates: Hang Banner: ____________________ Take Banner Down: ____________________

* Example of a correctly made banner.

☐ This Banner is a maximum of 35’ x 52” and a minimum of 24’ x 48” with 3” turnback that will allow steel cable to be strung though it, and no grommets. We recommend that wind flaps be cut into the banner to prevent wind damage. (Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).

☐ I have contacted the City of Ellensburg for approval to hang this banner on the above dates. City of Ellensburg, Phone 509-962-7204, Fax 509-962-7130.

☐ I have contacted CWU Scheduling Services for a cost estimate and to reserve the banner poles. Phone 509-963-1321, Fax 509-963-1894.

Please Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)

* If your banner does not meet specifications, we will be unable to process your request.*

City of Ellensburg approved by: __________________________ Date: ________________

Disapproval/Reasons: _____________________________________________________________

______________________________________________________________________________

CWU Student Union Operations approved by: __________________________ Date: ________________

* For more information please contact CWU Student Union Operations & Scheduling Services at 509-963-1321. The CWU scheduling center will not be held responsible for any weather related damage that occurs to your banner.