

# 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 through 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.\*

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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.