



External Banner Policy & Checklist

External Banner Policy:

There are 2 locations for outdoor banner use located on the brick wall near the East entrance, elevated over the Wildcat Shop. These two banner placements are constructed to accommodate banners that range in size from a minimum of 6'x3' to a maximum of 12'x3'. All banners must be professionally made and be created out of a vinyl material. Grommets must be on all four corners of the banner for proper hanging. If banners are not brand new, they must be assessed for being in good condition which would be determined by the building supervisor. All banners must be in compliance with the CWU & Student Union Advertisement Posting Policies and will only be permitted to hang for no more than 14 days at a time. Contact Operations & Scheduling Services to reserve outdoor banner space. Those that wish to pursue the creation of a banner are encouraged to contact the Publicity Center for assistance. A Banner Checklist is also available through Operations & Scheduling Services.

External Banner Checklist:

_____ Contact Operations & Scheduling Services to see if requested banner space and times are available.

_____ Reserve banner space and time from Operations & Scheduling Services.

_____ Complete and turn in an Exception Request form to the ASCWU VP for Student Life & Facilities.

_____ Ensure that the banner size meets minimum and maximum requirements.

_____ Present banner for condition assessment to the Building Supervisor.

_____ Give banner to the Building Supervisor at least 2 days prior to the date of space reservation.

_____ Pick up banner from the Building Supervisor at least 2 days after the last day of space reservation.