Student Union Easel Request Form

Easel displays will be limited to the **EAST ENTRANCE DOORS** (campus-side) of the Student Union.

No more than two easels are permitted at each entrance (north doors and south doors) at any one time.

Today’s Date: ______________

Date(s) Requested: _____________________________________________________
(Maximum of THREE days)

Organization Name: _____________________________________________________

Representative: ________________________________________________________
(please print)

Signature: ____________________________________________________________

Phone Number: ________________ E-mail Address: _______________________

**POLICY:**

- Easel displays will be limited to THREE (3) days per week.
- The name of the sponsoring organization must be clearly displayed.
- The poster must be approved by the Center for Student Involvement.
- The event advertised must be sponsored by a university recognized organization or department
- There can only be **one poster per event, per organization.**
- The organization is responsible for taking down the display. **Our staff will recycle any displays left after the reservation has ended.**
- The Student Union will not be responsible for storing any signs prior to the scheduled publicity reservation.
- Additional easel space will be granted for large events for the **day of the event only.**
  - Must be a campus-wide event such as Homecoming, Visit Day, or Career Fair, etc.
  - Must be sponsored by a division of university office
  - All other requests must have approval of the Director of the Student Union

For office use:

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<th>Who Entered:</th>
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