

DUC Stairwell Banner Reservation Form

Office of Student Leadership & Service
@ Emory University
340E Dobbs University Center

Please choose either:

Horizontal banners only in Coke commons

Vertical banners only in stairwell

Today's Date: ____ / ____ / ____

Organization: _____

Contact person: _____

Po Box # : _____ Phone # : () _____ - _____

Advisor: _____ Department : _____

Dept. Address: _____ Dept phone # : () _____ - _____

Banner display dates: A banner may hang for 3 days prior to the event, as well as the day of the event.

No semester long reservations will be accepted.

Program to be advertised: _____

Date banner is to be hung: _____

Date banner is to be taken down: _____

Signature: _____ **Date:** _____

My signature indicates that I have read the policies concerning banner space and take responsibility for complying with those policies.

Please put your organization's name and the event name
on the front of the banner.

**Please bring your banner to the OSLS Office for stamped approval
prior to hanging your banner.**

YOU are responsible for taking down your banner!