

Spring 2015 Banner Request Form

Banner Policy:

1. Payment will be due **before the last date of display listed below**. The Banner Chair will send an invoice reflecting the cost of the banner, along with any additional fees.
2. No banners will be hung during school holidays, **before January 12th, between March 7th and March 15th, between April 3rd and April 16th, or after May 1st.**
3. Banners will hang for a **maximum of 5 days**. Any additional days will require additional fees.
4. Banner forms and designs must be submitted **one week** prior to banner display. Forms submitted within **6 to 3 days** before the first day of hanging are subject to a **\$25 late fee**. Forms submitted **1 or 2 days** before the first day of hanging are subject to a **\$50 late fee**. Forms submitted **on the date of hanging** are subject to a **\$75 late fee**.
5. The Organization agrees to the rest of the banner policy as listed in the Banner Policy Handout.

Banners can be hung at the following locations:
Penland Tennis Courts Vara Martin Daniel Plaza (next to the SUB) Founders Mall, Student Life Center (need approval from SLC) Bookstore Parking Garage Collins Parking Garage Student Union Building (indoor locations only)
Billboards can be displayed in the following locations:
The corner of Fountain Mall and 5 th Street next to Mars McLane Gym Front of Memorial Dining Hall Corner of Fountain Mall and 3 rd Street near the Sid Richardson Building Student Life Center along the sidewalk coming from Russell Gymnasium Front of Tidwell Bible Building (If you have a different specific location, please include in the special instructions section)

Braden Appel

Baylor University Chamber of Commerce Spring 2015 Campus Publicity Chair

Braden_Appel@Baylor.edu

Bill to Information:

Name: _____

Organization: _____

Primary Phone: _____

Email: _____

Banner Options: (Please Check a Total of two boxes)Banner☐Base fee of \$100 each plus the cost
of ink (\$0.30 per CC)Billboard☐Base fee of \$50 each plus the cost of
ink (\$0.30 per CC)Have emailed artwork to banner chair

(Please use the following dimensions)

☐Banner: 210 in x 48 in, 300 ppiBillboard: 98 in x 48 in, 300 ppiNeed a banner/billboard designed☐Please include details in the Special
Instructions sectionA draft for approval will be emailed
ASAP**Special Instructions:**

First Date of Display: (____ / ____ / 2015) Last Date of Display: (____ / ____ / 2015)
(Month/Day) (Month/Day)

Preferred Display Locations:

- 1) _____
- 2) _____
- 3) _____

By signing this agreement the organization hereby understands and agrees to comply with the provisions
of the policies stated above._____
Signature_____
Date

Last line for Baylor Chamber use only:

Received by_____
Date