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, <u>before January 12th, between March 7th and</u> <u>March 15th, between April 3rd and April 16th, or after May 1st.</u>
- 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 5th 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:

interpretation interpretation (\$0.30 ink (\$0.30 per CC) Have emailed artwork to banner chair Need a banner/billboard designed (Please use the following dimensions) Please include details in the Special Banner: 210 in x 48 in, 300 ppi A draft for approval will be emailed Billboard: 98 in x 48 in, 300 ppi A draft for approval will be emailed ASAP Special Instructions: Image: Special Instructions: Image: Sp	Trimary Phone:	Name:			
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		1) _			
	3)	2) _			
3)		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