

Student Life Initials: _____

Date: _____

BANNER REQUEST

Club Name: _____ Date _____

Advisor's Signature: _____ Phone: _____

Club Officer's Signature: _____ Phone: _____

E-mail: _____

Date banner needed: _____

Please allow two weeks for processing.

- **Please print the information as you would like it to appear on the banner. You may also submit a typed copy with suggestions for graphics, fonts, etc., staple to the form.**
- **You are responsible for having the correct information and spelling.**
- **Be sure to check for who, what, when, where, how, and why.**
- **You may also submit graphic art logos in - *jpg format* - if you have a specific logo or image you like to use.**

Size Banner (s) needed:

_____ 3' x 6' Free*

_____ 3' x 6' \$20.00

Total charges: _____

***Clubs are allowed two free banners per semester.**

Date banner completed and hung: _____ Initials: _____