



## Memorial Union Banner Reservation Request

Banners may be hung off the entrances of the Memorial Union. Banners will be hung on a first come first serve basis Monday to Sunday. Payment must be submitted at time of reservation. **Banners must be picked up within 5 working days after reservation.** The Memorial Union and ASU Student Media are not responsible for lost or stolen banners.

Submit Banner Request form to your ad representative or the Student Media offices located in the basement of Matthews Center, Tempe Campus or fax it to 602-496-2170. Please call 602-496-2166 with any questions.

Requestor's Name:		Today's Date:	
Organization or Department Name:			
Address & Mail Code:			
Phone Number:		Fax Number:	
E-mail:			
Alternative Contact Person and Phone Number:			
Location of Banner:		Price:	
<u>ASU Departments and Organizations</u> <input type="checkbox"/> North Entrance 20' x 4'     \$350 <input type="checkbox"/> Southeast Entrance 20' x 4'     \$350 <input type="checkbox"/> West Entrance 12' x 4'     \$350 <input type="checkbox"/> South Entrance 6' x 4'     \$350		<u>Off Campus Commercial</u> <input type="checkbox"/> North Entrance 20' x 4'     \$2,000 <input type="checkbox"/> Southeast Entrance 20' x 4'     \$2,000 <input type="checkbox"/> West Entrance 12' x 4'     \$1,500 <input type="checkbox"/> South Entrance 6' x 4'     \$1,000	
Monday Start Date:		Sunday End Date:	
Exact Wording on Banner (attach copy or photo if available):			
Actual Size of Banner: How will banner be attached? (i.e. rope, plastic ties, etc.)			
For Official Use Only			
Work Order request (on)		Work Order request (off)	