

## **L.A. PITTENGER STUDENT CENTER**

### **Banner Policy**

#### **Materials:**

- Banners must be professionally made from canvas, vinyl, or approved plastic materials.
- Homemade banners will not be accepted.
- Banners should have grommets in each corner and every 2 feet.

#### **Dimensions:**

- Maximum size: 48 inches vertically, 8 feet horizontally.

#### **Reservation Procedure:**

- Reservations are on a first-come, first-served basis.
- Only six banner spaces are available in the Tally area.
- Reservations are weekly, limited to one week unless extended by the Student Center Reservations Office.
- Banner content must be approved by the Student Center Reservations Office.
- A PDF or JPEG of the banner must be emailed to [\*\*reserve@bsu.edu\*\*](mailto:reserve@bsu.edu).
- Space can be reserved by contacting **Natah Hughes** at **285-1850** or [\*\*reserve@bsu.edu\*\*](mailto:reserve@bsu.edu).
- The name of the sponsoring organization must appear on the banner.

#### **Pickup:**

- Banners must be picked up within five days after removal, or they will be discarded by the Reservations Office.

#### **Installation:**

- Only approved Student Center Staff are allowed to put up and remove banners from designated locations.

Last Updated: 9-30-24