

ADVERTISING DISPLAY REQUEST

Please complete this form by including all requested information.

Submission of this form does NOT constitute a reservation.

You will be contacted by the University Center with confirmation. Incomplete requests will delay scheduling.

Host Department/Organization _____

Department/Organization Account Number _____

Authorized Contact Name _____

Phone Number _____ Email _____

Display Purpose (check one) General Office/Group Promotion Event Related Educational Information

UNIVERSITY CENTER DISPLAY CASE DETAILS

Display Date(s) (Mon.—Sun.) _____

Display Case Location in MGC Lounge (from left to right starting at the Information Desk) 1 2 3 4 5

Display Case Materials Description _____

Display cases may be reserved for one week at a time - from Monday at 3:00pm to Sunday evening.

Requests for more than one display case or for longer periods of time will be honored based on demand.

Please check-in with the Information Desk during normal hours of operation when you need to post information.

UNIVERSITY CENTER TABLE TENT DISPLAY DETAILS

Display Date(s) (Mon-Sun.) _____

Display Materials Description _____

Locations: TDR Tavern Marketplace All Locations

Table Tent Displays may be reserved for one week at a time. The displays will be updated weekly every Monday and will be displayed through the following Sunday. Submit 100 copies of approved submissions by close of business Thursday for the next week to the University Center.

All events publicized in the table tent displays must be on campus and open to the entire AU community.

Please refer to the University Center Table Tent Guidelines for more information.

MARY GRAYDON CENTER LOBBY DISPLAY EASEL

Display Date _____

Description _____

Use of this easel is for day-of event promotion only. The lobby display easel is located at the base of the staircase on the 1st floor of the Mary Graydon Center. Please check-in with the Information Desk prior to posting your information.

American University has adopted the General Regulations for Posting Materials to establish conditions and procedures for advertising on-campus. Please refer to the University Center website for more information. Student organizations must receive approval for all materials from their advisor.

Signatures

By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation and that I should not advertise this event until I have received a confirmation from University Event Scheduling.

Authorized Dept./Organization Rep _____

Date _____

Student Organization Advisor _____

Date _____

