

# 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 \_\_\_\_\_

