

Meeting Services

Banner at Asbury Bridge



www.emory.edu/DUC

Banner reservations should be made in writing at least 7 days in advance. Banners will be hung on the walkway bridge across Asbury. Contact Campus Services to arrange for the hanging of the banner (fees apply).

Banners to be put up must advertise university-wide programming. Examples of university-wide programming are Dooley's Week events, Homecoming events, Alumni weekend, etc. The text of the banner must be disclosed on this form.

Banners are to be professionally made of vinyl with grommets at each of the four corners. Banners can run 4-8' horizontally, but can hang down no more than 5'.

Banner may remain for a maximum of seven days.

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____

Email _____

Advisor _____ Department _____

Dates requested: _____

Banner text _____

BANNERS SHOULD BE BROUGHT TO MEETING SERVICES PRIOR TO THE INSTALL DATE FOR CAMPUS SERVICES TO PICK UP.

Signature _____ Title _____

(Signature indicates that you have read and will comply with the banner policy)

Please return this form to Meeting Services
Dobbs University Center room 222E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.1706 or 404.727.0277 (FAX)

DELIVER AND PICK UP BANNERS FROM MEETING SERVICES AT THE DUC.