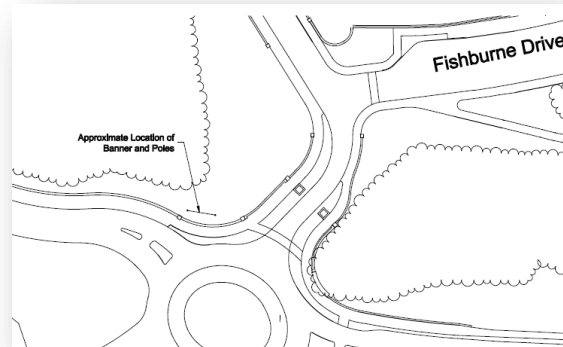


Meeting Services

Banners at Haygood-Hopkins Gate

Only banners that announce University-wide programming are allowed at the Haygood-Hopkins Gate. Examples of University-wide programming are Homecoming, Dooley's Week, Orientation, etc. Banner text must be submitted on this request. If your banner is deemed inappropriate, it will be removed.



Banner reservations should be submitted to Meeting Services at least three weeks in advance and will hang a maximum of two weeks. Once your request is approved, you must submit a work order to Campus Services to hang the banner. Make sure to include your Smartkey to cover the service fee.

<https://webfm.fmd.emory.edu/fmit/workRequest/Default.aspx>.

Banners should be reinforced vinyl with D-rings in the corners and additional grommets around the edges. The size is 3' X 18'. You are encouraged to use our preferred design team at Emory Planning and Design who know the requirements for the Haygood-Hopkins banners. Contact Barry Atwood, 770.727.0166, or submit a work order to http://www.campserv.emory.edu/pdc/graphic_design/Events_and_banners.html University Branding Guidelines apply. www.identity.emory.edu

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____

Email _____

Date to be hung: _____

Banner text _____

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

404.727.5355 or 404.727.0277 (FAX)

www.emory.edu/DUC