

# Meeting Services



[www.emory.edu/DUC](http://www.emory.edu/DUC)

## Banner at Dobbs University Center Bridge

Banner reservations should be made in writing at least 7 days in advance.

Banners will be hung in the approved space between the two pillars at the bridge outside the DUC. A fee is incurred for the hanging of the banner. Banners to be put up must advertise university-wide programming. Examples of university-wide programming are Dooley's Week events, Heritage Homecoming events, etc. Banners are to be professionally made of **vinyl** with **grommets** at each of the four corners. Maximum size is 3' deep by 6' long. The banner may remain for a maximum of seven days.

## Dining Terrace Banners / Spiral Staircase Banners

Banner making supplies, including paper, can be picked up at the DUC Information Desk.

Banners are to be tied to the railing, no taping is allowed. Banners may be left up for a maximum of seven days. The client is responsible for the hanging and removal of banners.

Banner text must be included on this form. If your banner is deemed inappropriate it will be removed.

Today's Date \_\_\_\_\_

Organization \_\_\_\_\_ Account Number \_\_\_\_\_

Individual in Charge \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Advisor \_\_\_\_\_ Department \_\_\_\_\_

Dates requested: \_\_\_\_\_

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 220E  
Emory University  
PO Drawer AAA  
Atlanta, GA 30322  
404.727.1706 or 404.727.0277 (FAX)