

Meeting Services



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.

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)