

Meeting Services



www.emory.edu/DUC

Balloons / **Chalking** / **Art Grids** / **Rolling Panel Display**

Use your organization and event names in the advertising medium you use. Avoid custodial fees by following the rules and removing your advertising when the reservation is over.

Balloons: Balloons may be suspended from the banisters of the staircases leading to the Dining Terraces. Balloons are to be secured using ribbon or string only. No tape please. Each group is responsible for removal of balloons at the end of the day for which they are scheduled. Failure to do so may result in a custodial clean up fee. **MYLAR BALLOONS ONLY**

Chalking: Chalking is only allowed on horizontal, ground surfaces, that are exposed to weather and foot traffic. Also, **SPRAY CHALK IS NOT PERMITTED**. Failure to comply with this policy will result in a clean up fee. Chalking may remain for 48 hours, after which another group will be allowed to chalk.

Art Grids: Metal art grids must be reserved in advance. These are for use in the Coca-Cola Commons area of the DUC only.

Rolling Panel Display: The fabric covered rolling display is like a bulletin board. It can be expanded to include 7 panels. You can reserve one or all seven.

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____ Email _____

Advisor _____ Department _____

Start Date _____ End Date _____

Name of program to be advertised: _____

Signature _____ Title _____

(Signature indicates you have read and will comply with all pertinent policies)

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)