



EASEL/POSTER DISPLAY

This form is a request only! The poster must be approved by the Benson University Center Administrative Office (Room 335) and must meet the policy described below.

Today's Date: _____

Contact Person: _____

Phone : _____ **Email :** _____

Name of Department/Organization: _____

University Account Number: _____

Describe the event you are publicizing: _____

Date(s) you wish poster be displayed: _____

Location preferred: **2nd floor** _____ **3rd floor** _____

Easel Policy: If a chartered organization or department wishes to display a poster in the Benson University Center, it must meet the following criteria:

1. Poster cannot publicize any event that will be serving alcohol.
2. Poster must be approved by the Benson Center Administrative Office.
3. Easel space is limited on the 2nd and 3rd floor of the Benson University Center and is assigned on a first come, fist serve basis.
4. The Administrative Office will attach each poster to a bulletin board and place on an easel, depending on available space.
5. A poster can be displayed one week prior to event. Poster must be removed immediately after event has ended. If not, it will be removed by the office and disposed of.
6. The Benson Center can enlarge your flyer for \$7.00 per poster. Orders will not be processed until payment is made.

If you have any questions concerning this policy, please contact the Benson University Center Administrative Office at (336)758-4869 or come to Room 335.

<p>Date Received: _____</p> <p>Date Approved: _____</p> <p>Approved by: _____</p>	<p style="text-align: center;">Office Use Only:</p> <p>Enlargement <input type="checkbox"/></p> <p>Paid? Y N</p> <p>Poster Color Requested: _____</p>
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