

Banner Request Form

Name of requesting Department or Unit: _____

Contact Information:

Name: _____ Email: _____

Phone: _____ Fax: _____

Requestor is required to supply the following information:

1. Purpose of the banner
2. Exact location for proposed banner by including photographs of the building exterior and outline where banner(s) would be located.
3. Size of the requested banner
4. Electronic color drawings/graphics of proposed banner design

All submittals to be provided via electronic means.

Expected time frame of banner display (start and end date- not to exceed two years)

Start: _____ End: _____

****Cost of banner design, production, installation and removal are responsibilities of the requesting department or unit***

See University Signage Committee website for complete campus signage policies.

The University Signage Committee will review the banner request at their next scheduled meeting. Allow 12 weeks for complete banner review and response to your request.

Submit form to:

Heather Schlink

Office of University Planning

heather.schlink@uconn.edu

Banner Request Approvals

Facilities Operations:

Signature: _____ Date: _____
Print Name: _____

Landscape Architect:

Signature: _____ Date: _____
Print Name: _____ Date: _____

University Communications:

Signature: _____ Date: _____
Print Name: _____ Date: _____

Purchasing:

Signature: _____ Date: _____
Print Name: _____ Date: _____