

Bowen-Thompson Student Union

BANNERS INSIDE THE BOWEN -THOMPSON STUDENT UNION

Banners, advertising student clubs and organizational events, are a colorful addition to a student union and are an excellent way to promote campus events. They provide an easy, inexpensive method of advertising events (which is paramount in today's economy with the limited budgets of student clubs and organizations), and provide a stimulating visual upon entrance to the building. There are butcher block paper and texas markers in the Student Union Paint/Poster Room to make these banners.

Below are the policies for the hanging of banners inside the Bowen-Thompson Student Union.

1. Only registered student organizations are permitted to hang banners in the Student Union and only in designated, reservable spaces.
2. Banner space may only be reserved to advertise an event open to the entire campus.
3. There are four designated banner spaces in the Student Union: two by the Clock Tower entrance facing east and two by the Clock Tower entrance facing west. These will be hung by Student Union staff from the railings with mechanisms provided by the Student Union.
4. Banner space can be reserved for a maximum of one week (7 consecutive days) per event and in only one location at a time. Banners cannot be moved around during the week.
5. Banners must be dropped off before 5 pm (M-F) in Room 231 of the Bowen-Thompson Student Union the day prior to hanging. Banners to be hung on Saturday, Sunday, or Monday must be dropped off on the previous Friday.
6. The Bowen-Thompson Student Union has the right to deny banner space if the banner is deemed to be in poor taste and/or in conflict with the mission and values of Bowling Green State University. Final determination will be made by the Director of the Bowen-Thompson Student Union and/or designee.
7. The requesting organization is responsible for making the banner. Materials for making a banner (butcher block paper and texas markers) can be found in the Paint/Poster Room (Room 406 of the Student Union), and may be utilized by making arrangements through the Office of Campus Activities.

7. Banners will be taken down and thrown away after the reservation has ended unless prior arrangements have been made to pick up the banner at a designated time and place. If arrangements have been made for the organization to pick up the banner after the banner reservation is complete, the pick-up location of that banner will be in Room 231. Banner will be kept for 24 hours and then discarded.
8. **Banners must be no larger than 8 feet in length and 3 feet in height (see diagram below).**
9. **Banners must list sponsoring organization, time, date, name, and place of event.**

