

STUDENT CENTER ATRIUM BANNER DISPLAY POLICY

1. Temple University student organizations, departments, and offices are eligible to display promotional banners in the atrium of the Student Center. There will be a total of 5 display locations for groups in the Atrium (all banners will be hung from the Food Court Level facing into the Atrium).
2. **Before producing a banner**, groups must submit a signed “Banner Display Policy” form to the Student Center Information Desk.
3. When the “Banner Display Policy” form is submitted, the Student Center Information Desk staff will supply tentative display dates. Efforts will be made to reserve a space for a group’s banner based on need, but reservations are completed on a first come/first served basis only.
4. If the banner does not follow the Display Policy, it will not be displayed until revisions have been made and approved by Student Center staff. Banner guidelines:
 - a. Only one banner per event may be displayed.
 - b. Banners must advertise a dated event or series of events.
 - c. Banners may not be larger than 42”x 60” (w/h) without prior approval and must have a minimum of 4 reinforced grommets in the top to allow for safe hanging in the Atrium. Vinyl or heavy-weight paper is preferred. No corrugated or mounted banners will be accepted – banners must be made of flexible material.
 - d. The name of the sponsoring organization or department, date, and venue must be clearly stated on the banner. No banners will be displayed using the words SAC or Student Activity Center.
 - e. Advertising of tobacco products is prohibited.
 - f. Banners making references to the consumption of alcohol and those that are sexually explicit are prohibited.
5. Banners may be produced by the *Graphics Media Center* (located in the lower level of the Student Center North near the Bookstore/Credit Union) or may be produced by another vendor. Content approval is required of all banners prior to posting – provision of electronic copy via e-mail is the preferred method. Send proofs to hgscmgr@temple.edu for review and content approval.
6. Upon production, groups should bring the Banner to the Information Desk for final approval and posting schedule.
7. Banners marketing a dated event will be displayed for **two weeks** before the event. Series banners will be displayed until the day after the last event. Banners will be removed from the Atrium and the group will have **3 business days** to claim it before it is discarded.

PLEASE NOTE:

The non-discrimination policy mandates that student organizations within Temple University do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and in the greater University community.

I have read the above guidelines and agree to follow them. I understand that failure to abide by the above regulations may result in suspension of my organization’s posting privileges and/or disciplinary actions.

Name: _____

Organization: _____

Phone: _____

Received by/date: _____

Approval/Signature: _____