

Northwest Student Union Banner Approval Request Form

Name: _____

Organization: _____

Contact Person: _____

Local Address: _____

Telephone: _____

E-mail: _____

Faculty/Staff Sponsor: _____

I am requesting approval to hang a banner on the Northwest Student Union for the following dates:

Beginning: _____ Ending: _____

Note: Banners are hung and removed from 8 a.m. – 5 p.m. Monday-Friday only.

Banner(s) is to be hung on Union: Side: East West Both
(Please select)

End: North South Both

Signature: _____ Date: _____

Dimensions of Banner (required): _____

**NOTE: A sketch or photograph of the banner must be attached with this form!
When you click “submit” below, an email window will open with this form attached.
Please attached the sketch or photograph file of your banner to this same email.**

.....
Office use only

Date Received: _____

Approved By: _____ Date: _____

Approval Denied By: _____ Date: _____

Reason: _____

**Contact Person will be sent an e-mail with a copy attached to this form
and a signed copy of this form.**