



Banner Policy



Campus Life offers posting areas throughout campus and in most buildings because publicizing is a necessary part of supporting the success of events and programs of recognized student organizations, university departments, and academic units.

The purpose of this policy is to:

- 1.) Provide guidelines and procedures by which groups and organizations can post banners on the exterior of the Edgar A. Brown University Union and the Hendrix Student Center.
- 2.) Outline the approval process for hanging banners on these facilities.

Banner Guidelines:

All banners must be approved at the Hendrix Student Center Information Desk.

Only recognized student organizations, university departments, and academic units can hang banners on the exterior of the University Union and the Hendrix Student Center.

Only banners that promote an activity/event of campus-wide interest will be hung from these facilities.

Banners must clearly promote the activity/event publicized and the sponsoring university organization/department as its primary message.

The standard size of a banner can be a maximum of 4' x 20' on weather-proof vinyl with reinforced grommets in each corner.

The Campus Life Operations staff will hang all banners from our facilities and the organization/department will be charged all associated fees.

Banners will be posted on a first come first serve basis and will only be posted for a time period of two weeks.

The Information Desk will approve and post smaller banners (with a maximum size of 30" x 42" in landscape orientation layout) approved for the Library Bridge, University Union Loggia, and HSC banner alley. All of these areas will be maintained by the Information Desk and Technical Services staff.

Approval Process:

Groups wishing to hang banners from facilities other than the Edgar A. Brown University Union and the Hendrix Student Center must obtain approval for specific facilities from those specific locations, and is not affiliated with the Union.

The content of all items for posting must be consistent with the University standards of good taste and may not jeopardize campus safety.

The approval is left to the discretion of the Director of Campus Life and/or his/her designee.



Banner Request Form



This form serves as a request to hang banners on the outside of the facilities only. Spaces are not confirmed until you receive a signature from the Director of Campus Life and a signature from the Facility Manager. By submitting this form, you understand that there is a fee associated with hanging these banners and that you are agreeing that your organization or department will comply with all Clemson University policies and procedures.

Contact Information:

Today's Date: _____

Name: _____

Date of Request: From _____ **To** _____

Event Date _____

Event Name: _____

Sponsoring Organization: _____

Contact Person: _____

Phone: _____

Email Extension: _____

Must have an @clemson.edu email extension

Location Request: (choose one below)

Contact Person: Andy Riggins, 656-1354

- Edgar A. Brown Union Hendrix Student Center

Neither the contents of this policy nor the receipt of an approval stamp for posting should in any way be understood as endorsement of support by Clemson University of the materials being posted or the actual function(s) being advertised. In the interest of public safety, exceptions to this policy may be made by the Union. A fee will be incurred depending on FM&O charges. To obtain Director's signature, contact Butch Stanphill at 656-2308.

Facility Manager's Signature: _____

Campus Life Director's Signature: _____