

Signboard Reservation Form

IOWA STATE UNIVERSITY
Event Management Office
 3630 Memorial Union, Ames, IA 50011
 515-294-0954 • Fax: 515-294-4172

STEP ONE: Information must be PRINTED and LEGIBLE to be processed.

NAME OF ORGANIZATION _____ TODAY'S DATE _____

PROMOTION OF WHAT ACTIVITY _____

SIGNBOARD DATE (S) REQUESTED _____ to _____
 (MONTH/DAY/YEAR) (MONTH/DAY/YEAR)

TIMES: Set-up Time _____ am pm Tear Down _____ am pm
 (MUST be torn down by **3:00 pm** on Friday – and returned to the Event Management Officer by **4:00pm**. No boards may be up over the weekend.)

LOCATION REQUESTS

LOCATION NUMBER	BOARD NUMBER (upper right hand on the board)	DATE RETURNED	REPRESENTATIVE SIGNATURE WHO PICKED UP THE BOARD

LOCATIONS AVAILABLE FOR SIGNBOARD

- | | | |
|--|--|--|
| 1. South of Sloss House of Campanile at the crossroads | 7. East of RCA Arches | 13. Northwest corner of Marston |
| 2. South Campanile | 8. Between Farm House and Ross | 14. Southwest corner of Black Engineering Building |
| 3. Front side of Curtiss (west) | 9. West of Kildee | 15. Area between Student Services Building and Pearson |
| 4. South of Hub | 10. South of MacKay | 16. Lied Recreation Center |
| 5. South of Library | 11. Northwest corner of LeBaron/MacKay | |
| 6. West of Hub | 12. College of Design | |

STEP TWO: STATEMENT OF RESPONSIBILITY: The registered organization representative must be a current student in good standing at Iowa State University. The organization must be registered for the current year through the Student Activities Center. University sponsored events are granted special permission for usage of boards. Boards are released on a first come, first served basis. Two (2) boards can be reserved for an organization per event. Boards can be reserved up to 5 days (no weekends) and not more than two times a month. Sandwich boards must be torn down and returned clean and in working order. Future use of signboards will be denied to group who fail to return boards promptly after their reservation ends, or without removing promotional material. The Event Management Office reserves the right to deny usage of boards due to violation of any of these policies, and or an unauthorized event. If the signboard is not returned, a \$10 per day late fee will be charged to your student organization account with a maximum of \$60.

ORGANIZATION REPRESENTATIVE	
YOUR NAME	
ADDRESS	
PHONE	EMAIL
POSITION	
SIGNATURE/DATE	

STEP THREE: Once STEPS ONE & TWO are complete return this form to the Event Management Office for additional instructions.

DEPARTMENTAL USE ONLY		
APPROVAL	DEPARTMENT SIGNATURE	DATE
CHECK OUT	DEPARTMENT SIGNATURE	DATE
CHECK IN	DEPARTMENT SIGNATURE	DATE