

Banner Authorization Request

Please submit the completed Banner Authorization Request form to Dan Sloan, University Architect drsloan@iastate.edu for review/approval prior to proceeding.

Event or purpose:

Proposed location:

Date of installation:

Date of removal:

(30-day display is minimum; 1-year display is maximum)

Dimensions:

Text: *(minimally requires name of unit, university nameplate, date/s of event or celebration)*

Layout concept: (attach rough sketch of proposed layout) attached

Number of banners:

Will banners be reused: yes no

Submitted by: _____
(Name and title)

Unit: _____

Date submitted: _____

Approved _____ Not approved _____ Date _____

Guidelines:

Banner construction: Banner material and construction depends on many variables, including length of installment and location. If this request is authorized, the University Architect and Director of University Marketing will assist you with construction specifications and vendors.

Banner design: Banners should follow the university's visual identity system www.marketing.iastate.edu/identity/ and use the university's palette of colors and type fonts. The Office of University Marketing has banner design services available.

Banner location: Not all building locations are suitable or feasible for banners. The University Architect will be responsible for determining if and what location is approved.

Costs: The University Architect will bill the submitting unit for any installation design services. Campus Services will bill the unit for installation and removal.