

# PROMOTIONAL SPACE REQUEST

**Event Management** | 305 Student Center East | [studentcenter.gsu.edu](http://studentcenter.gsu.edu) | [scevents@gsu.edu](mailto:scevents@gsu.edu) | 404-413-1870 | Fax 404-413-1875

Please allow one week for processing this request. Please provide all information as incomplete forms will not be processed.

Promotional spaces may be reserved by student organizations and university departments to advertise events of interest to the university community.

- ▶ Reservations are for one week (Monday to Monday) and cannot be reserved for consecutive weeks. Posters, easels, and displays to be removed no later than noon at the conclusion of the reservation week. Materials may be installed and re-moved by contacting the reservations staff. Failure to remove items by noon will result in a \$10 service charge.
- ▶ Poster for easels must be either printed on poster board or have a substantive foam core backing.
- ▶ Posters must be delivered to the Reservations Office by Thursday 5:15 p.m. prior to reservation beginning date for approval sticker to be placed by center staff. Posters without an approval sticker will be removed immediately.
- ▶ Student Center staff will remove ALL expired promotional banners, posters, and items in display cases by 12 p.m. Client must place display case promotions Monday between 9 a.m.-4 p.m. by visiting the SC Event Management office. Items in display cases must be up by Tuesday 4 p.m. or it will be considered a "no show", which will incur a fee. Center will not store items and will be disposed of within 24 hours.
- ▶ The Student Center is not responsible for damaged, stolen or vandalized spaces.

## Contact Information

Name of Contact	Phone Number	Email Address
Advisor's Name	Advisor's Phone Number	Advisor's Email Address
Sponsoring Organization/Department	Campus Mailing Address	

## Event Specifics

Please select the promotional space location you would like to reserve.

▶ Your reservation is not final until you have received an emailed Event Status Sheet.

**Display Dates:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

### Indoor Banner Space:

- Second-floor railing above the Student Center East Atrium
  - Available to advertise events occurring in the State Ballroom
  - Max Size: 3"h x 8"w
- Second-floor railing above Courtyard in Student Center East
  - Max Size 3"h x 4"w

### Outdoor Banner Space:

- Courtland Street Fence at the Library Plaza entrance
  - Max Size: 3"h x 8"w
- Langdale Hall Bridge over Decatur Street (Connecting Classroom South and Library Plaza)
  - Max Size 4"h x 8"w

### Poster Easel Space:

- Student Center East Lobby
  - Min Size: 24"h x 24"w
  - Max Size: 36"h x 30"w

### Display Case Space:

- ▶ Third-floor Student Center West across from Bookstore (72"h x 30"w)
  - Case #2
  - Case #3
  - Case #4

I have read the Student Center Policy and Procedure Reference Guide and agree to comply with all provisions. Changes or cancellations fewer than 3 whole business days prior to event date will incur a fee.

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_ Speed Type \_\_\_\_\_

**For Office Use Only:** Approved / Not Available / Not Approved

Space/Notes \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_\_ Confirmation Number \_\_\_\_\_

**Questions?** Contact Event Management.

[scevents@gsu.edu](mailto:scevents@gsu.edu) | 404-413-1870