



Living. Learning. Leading

INSIDE SIGNAGE REQUEST FORM

- **Step One:** Complete this form and attach an original copy of your signage.
• **Step Two:** Return this form to the Residence Hall Association Center during regular hours.
• **Step Three:** Once approved, additional copies may be produced and returned to the Residence Hall Association for disbursement to the Hall Directors for placement.

Name of Organization _____

Local Mailing Address of organization _____

Local Phone _____ Email _____

Brief Description of Signage _____

SIGNAGE INFORMATION

Dimensions _____

SOLICITATION

- Blood Drive
 Fund-raiser
 Membership Drive
 Other (Describe in detail)

SOCIAL

- Band
 Stepshow
 Pool Party
 Program
 Other (Describe in detail)

OTHER

- Meeting
 Off-Campus Speaker
 Run/Walk

Other: _____

Residence Hall Disbursement

- First Year Residence Halls
 All Residence Halls
 Upper-class Residence Halls
 Other _____

Agreement (two organization signatures required)

I understand that by completing this request, the proof I have submitted will be evaluated on content, size, and date of submission. I also understand that the Residence Hall Association is not liable for any signs not placed after disbursement or missing signs within the residence halls.

Signature of authorized member _____ Date _____

Student organizations will be notified via email and telephone of the status of their request within two business days prior to submitting the signage request form.

OFFICE USE ONLY
Date Received _____ Officer _____
 Approved Denied Date: _____