

# Banner Request Form

(Last updated: September 15, 2008)

## Banner Sponsor Information

Name:

Department:

Campus box number:

Phone number:

## Banner Information

Banner size (**large banners** are installed on 30' tall street light poles and **small banners** are installed on 12' tall pedestrian light poles):

Banner message:

Banner quantity:

Proposed installation date:

Duration of installation (cannot exceed 9 months):

Banner location (closest building and street, specific light pole #, please attach a picture or map):

I am aware that installation of these banners may cause damage to these light poles and/or cause damage to the surrounding area. I, as an authorized agent for the department, accept full obligation for repairs or replacement cost of light poles and assume full responsibility for liabilities to persons or property in the event of a pole failure.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

After completion and signature approval, please send this Banner Request Form to Lynn Swank with Design and Construction Services.

Email: [Lynn\\_Swank@ncsu.edu](mailto:Lynn_Swank@ncsu.edu)

Fax: 515-4253

Campus Mail: Box 7216