



## Student Union Memorial Center Banner Posting Policy

Only banners promoting a specific function or event are allowed to be posted at the Student Union Memorial Center banner spaces.

1. All banners must be approved at the Student Union Memorial Center (SUMC) Event Planning Office prior to being displayed. Banners will be hung by Arizona Student Unions staff only.
2. All Banners must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the banner.
3. Banners can only be displayed on the approved banner spaces in the SUMC. There are 8 exterior spaces and 4 interior spaces. Up to two (2) banners per event will hung depending upon availability of space. Any banners hung outside of the approved spaces will be removed and the club, organization or department may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized banners and is not responsible for lost or stolen banners.
4. **Exterior Spaces:** There are 8 exterior banner spaces located on the 3<sup>rd</sup> floor of the SUMC.  
3 spaces on the North Bridge facing north.  
3 spaces on the North Bridge facing south.  
2 spaces on the South Bridge facing south.  
**Cost:** \$50 per banner for one (1) week.  
**Requirements:** all banners must be 3' x 8' vinyl banners with grommets every 2 feet.  
**Interior Spaces:** There are 4 interior banner spaces located in the Wilbur's Underground area of the SUMC.  
**Cost:** free for recognized student clubs and organizations.  
**Requirements:** all banners must be 3'x8' in size.  
**Schedule:** banners will be hung and removed on Mondays only—banners must be in by 9am in order to be hung for the week.
5. Banners may remain on the spaces for one (1) week or the day after the event, whichever comes first. Banners are displayed on a first come first serve basis.
6. All banners must be picked up by the requesting group at the conclusion of their event. Any banners not picked will be discarded.
7. Banners can be purchased from Fast Copy, located on the main floor of the SUMC, where they will provide competitively priced service for the design, copy or printing of your banners.
8. No outside vendors or agencies may utilize banner spaces unless they have scheduled the use of facilities in the Arizona Student Unions.

**For more information, visit the Event Planning Office, SUMC 348, 621-1416.**