

WESTERN OREGON UNIVERSITY

Banner Request Form

Date: _____

Name: _____

Department: _____

Phone: _____

Description of event: _____
(Include date, time _____
and location) _____

Date received: _____

Date returned: _____

Banners used:

- Athletics
- Campbell Hall Painter
- Campbell Hall Stairway
- Campus Sidewalk
- Orchestra
- Outside Campbell Hall Bench
- Teacher Education
- Science

I agree to follow setup and breakdown instructions and take full responsibility for returning the banner in the condition it was in when I took it. In the event of damage or breakage, or if it is stolen or lost, I or my department will pay replacement costs. These banners are for general campus use, as approved by the PR office, for marketing and promotional events. They may not be checked out for more than a week. The person checking out an item must be the person responsible and the person returning it. These resources are made available to faculty and staff only.

X _____

Office Use Only

Items returned on time

Items returned late

Items returned undamaged

Items returned damaged

Public Relations

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Admin building room 302 & 311

503-838-8208 (voice) , 503-838-8164 (fax)