



Posting Authorization Request

Form SL-LO-F2

06/28/2019

This form to be used for: Flyers, Signs, Banners, Sidewalk Chalking

HOP Policy GA-PA-PO4

All postings must have the following:

- 1) 2x2 inch blank square in the bottom right-hand corner
- 2) Full name of sponsoring organization or department

Note: Postings lacking the above items will not be approved.

Max Flyer Size (indoor): 11x17 inch

Max Banner Size (outdoor): 8x3 feet

Posting Time:

Ten (10) class days for student organizations

One (1) month for campus departments

Organization/Department (Full Name) _____

Organization Advisor's Name _____

Description of Posting Materials _____

Begin Posting Date _____

End Posting Date _____

Type of Posting	Number of Postings
Flyers (up to 50)	
Banners (up to 6)	
Table tents (up to 25)	
Yard signs (up to 25)	
Sidewalk Chalking (up to 5 locations)	

Signature

Email

Phone Number

I hereby acknowledge that I understand the posting rules and will post only in approved locations.