**A-FRAME/POSTER FRAME/BANNER SPACE REQUEST FORM**

REQUESTS MUST BE SUBMITTED AT LEAST 7 DAYS PRIOR TO WHEN YOUR ADVERTISEMENT NEEDS TO BE POSTED.  
Submit this form to uc@uttyler.edu or the University Center Welcome Desk.

**A-FRAME REQUEST**
Number Requested (2 max)*: _______  Pick-Up Date: __________________  Return Date: __________________

Building(s) in which A-frame(s) will be placed: ____________________________________________

A-frames must be returned to the University Center Welcome Desk by 5:00 pm on the Return Date.

A-frames may be placed in any indoor location on the UT Tyler campus with approval from the office nearest to where the a-frame will be placed.  
There is a $325 replacement fee for damaged or missing a-frames.

**UNIVERSITY CENTER POSTER FRAME REQUEST**
Number Requested (2 max)*: _______  Location: ____________________________

Start Date: __________________  End Date: __________________

*The Welcome Desk staff will assign poster frames to your organization based on availability.  If there are no open frames available for the dates requested, the Welcome Desk staff will contact your organization to discuss other options.  Take your posters to the Welcome Desk on your requested Start Date and the staff will place your poster in your reserved frame.

**UNIVERSITY CENTER INDOOR BANNER SPACE REQUEST**
Number Requested (4 Max)*: _______  Location: ____________________________

Date to be Hung: ____________  Take-Down Date: ________

See banner specifications and procedures on next page.

**LCD SCREEN & TOUCH SCREEN SPACE REQUEST**

Date to Be Posted: __________________  Date To Be Taken Down: ________________

LCD Screen advertisements may be posted on LCD screens in the University Center.  See banner specifications and procedures on next page.

**OUTDOOR BANNER SPACE REQUEST**
Number Requested (2 max)*: _______  Outdoor Location: ____________________________

Date to Be Hung: ________________  Date To Be Taken Down: ________________

Banners to be placed outside must be completely waterproof.  See banner specifications and procedures on next page.
**A-Frames** are large stands that hold two 22” x 28” posters. They may be placed in any *indoor* location on the UT Tyler campus with approval from the office nearest to where the a-frame will be placed. There is a $325 replacement fee for damaged or missing a-frames. A-frames can be picked up at the University Center Welcome Desk on the Pick-up Date. They must be returned to the University Center Welcome Desk by 5:00 pm on the Return Date.

**Poster Frames** hold one 22” by 28” poster and are located on the walls throughout the University Center. Please take your finished poster to the University Center Welcome Desk on your requested Start Date and the Welcome Desk staff will place your poster in your reserved frame.

**Indoor Banner** locations are available in the University Center. Banners cannot be larger than 4 feet tall x 6 feet wide. Banners should be taken to the University Center Welcome Desk on the date to be hung and the Welcome Desk assistant will be sure to hang your banner in your reserved location.

**LCD Screen Advertisements** are advertisements that will be displayed on the LCD TV screen on the third floor and the touch screen by the University Center entrance.

The only **Outdoor Banner** location is between the ADM and HPR building on the brick wall overlooking Harvey Lake. Holes in banners placed outside must be 71 ¼ inches apart. Banners cannot be larger than 4 feet tall x 6 feet wide. Any banner to be placed outside must be completely waterproof and will need to be **turned into the University Center Welcome Desk by 5:00 pm on the business day before it is to be hung**.

Banners or posters can be made at the **Patriot Zone Creation Station** in the University Center at no charge. Paper, markers, paint, stencils, etc are available to students in registered student organizations.

Submit this form to [uc@uttyler.edu](mailto:uc@uttyler.edu) or the University Center Welcome Desk.

By submitting this form, you agree to follow the regulations for a-frames, poster frames, and banners. When sending electronically, **ADVISORS MUST BE COPIED TO THE E-MAIL** and the e-mail must be sent from the **PATRIOTS ACCOUNT** of the authorized representative listed above.

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**OFFICE USE ONLY**

- [ ] Registered Student Organization
- [ ] Department
- Confirmed By: ___________________________ Date: ______________

Entered on the **A-frame, Poster Frame, Banner Requests** spreadsheet by: ___________________________

Entered on Reservation Calendar at the WD by: ___________________________