University Center Banner Request
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Return this form to the University Center
UC Office 226
Phone: (423) 425-4455 Fax: (423) 425-2243

All Banner Requests must be approved by the University Center.
Banner Spaces are only available to UTC departments and registered UTC student organizations.

Banner Information

Group: __________________________________________________________

Banner Purpose: __________________________________________________

Week Requested for Advertising: ____________________________________

Banner Space Requested: □ Facing The Tennessee Room  □ Facing The Bursar's Office
*If the side you requested is not available we will give you a space on the other side.*

Will you be retrieving your Banner from the UC? □ YES  □ NO
*If no we will dispose of the banner immediately after it is taken down*

Contact Information

Contact Name: ____________________________ Phone:____________________

Email: ______________________________________________

Sign: ____________________________ Date: ____________________________

I have read and understand the Banner Guidelines attached to this page. I acknowledge that all listed
information is accurate, and I will let the appropriate department know if anything changes before the event. I
understand that failure to meet any conditions of this agreement shall result in a cancellation at any time. I
understand that this form is an application, and the event should not be promoted until confirmation is
received. I will also be responsible for any billing incurred.

Office Use Only

Confirmed Location: ______________________________________________

Comments: ______________________________________________________

Approved By: ___________________________________________________