

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: _____