

Banner and Outdoor Display Request Form

This form must be completed and approved before displaying any banner or temporary outdoor installation on the AUB campus.

Procedure:

1. Read the Banner and Outdoor Display Policy before completing this form.
2. Submit the form to the Special Events and Protocol Unit (events@aub.edu.lb) at least four weeks before the requested installation date.
3. If approved, the form must be shown to the:
 - a. Procurement and Contracts Administration (PCA) Office before ordering/production.
 - Attach the approved form to the i-proc request submitted to PCA. Requests without attachments will be returned.
 - b. Facilities Planning and Design Unit and the Physical Plant Department before installation.

Requesting unit

- Name of department/unit: _____
- Contact person's name, title, email address, and phone number: _____

Banner/outdoor display information

- Type: __ banner __ outdoor display
- Proposed location:
- Total number of banners/displays requested:
- Function of the requested banner or display (highlighting its strategic purpose):

- Requested installation and removal dates* (see note below):
- Description of banner/display content (be precise: include a color image if available, or describe in detail the requested size, colors, logos to be included and the images, text, and material to be used):

- Event name, date, and time (if applicable):

*Note on time limitation: banners and outdoor displays for major university events, announcements, or initiatives can be displayed for up to three months. For smaller, time-limited events, banners can be displayed for up to one month ahead of an event and should be removed no more than one week after the event (preferably sooner). Exceptions to the time limitations must be approved by the VP for Administration/Chief of Staff.

Approvals

Requesting Unit Approval (dean/director):

SIGNATURE TITLE DATE

Special Events and Protocol Unit (Office of Advancement):

SIGNATURE TITLE DATE

Office of Communications:

SIGNATURE TITLE DATE

Additional approvals as needed (if checked, must be signed)

___ Office of Environmental Health, Safety, and Risk Management:

SIGNATURE TITLE DATE

___ Facilities Planning and Design Unit:

SIGNATURE TITLE DATE

___ Office of the President—VP for Administration and Chief of Staff:

SIGNATURE TITLE DATE

→ **Submit to the Procurement Office** (prior to ordering/purchasing) – **attach to i-proc request**

→ **Submit to the Physical Plant Department** (prior to installation)