

RSO Bone Student Center Display Case Request Form
RETURN TO: Student Involvement Center BSC 2nd Floor 229C

RSO Name _____ Date _____

President Name _____ President Phone # _____ E-Mail _____

Advisor Name _____ Advisor Phone # _____ E-Mail _____

Program Being Marketed _____

- Display case is reserved for one week (Friday through Friday) on a first come first served basis.
- All display materials will be removed on Friday mornings.
- It is the responsibility of the RSO to decorate the display case. In order to do that, the RSO representative that will be decorating the case must come in first to Student Involvement Center to pick up the key from 10:00-4:00 p.m. He or she must return it immediately after completing the decoration. **Failure to do so will result in a monetary penalty to the RSO.**
- Forms must be turned in by the **Thursday** by **noon** at the latest in order to decorate the next day.

WEEK REQUESTING

First Choice: _____ Second Choice: _____

Please provide a sketch of the display case content. All content must be approved prior to display.
Dimensions of display area are 36" high by 57" long.



By signing below, I am acknowledging my organization's responsibility for the display case and the material posted in the display case:

President Signature _____ Date _____

For Office Use

Date received: _____ Date display case decorated _____

Approved By: _____