

RSO Sandwich Board Request Form

RETURN TO: Student Involvement Center BSC 229C

RSO Name: _____ Date _____

President Name _____ President Phone# _____ E-Mail _____

Advisor Name _____ Advisor Phone# _____ E-Mail _____

Program Being Marketed _____

- Boards are reserved Friday through the following Friday on a first come first served basis.
- Boards will be available for decorating on Friday from 9:00 – 3:00 p.m.
- We will provide a set of dry erase markers for your use.
- Bring any items you plan to decorate with including flyers.
- The Dean of Students Office will place the sandwich board out on the Quad Friday afternoon and retrieve it the following Friday morning.
- RSOs are only allowed to have one sandwich board per week.
- Forms must be turned in by Thursday by **noon** to go out the next day.

***During times of inclement weather the DoS – Student Involvement Center will determine whether or not to place the sandwich board outside. ***

WEEK REQUESTING

First Choice _____ Second Choice _____

Please provide a sketch of the sandwich board content below. The Dimensions are 21 inches by 21 inches

Front	Back

Location Requested (Please Rank) _____

1- Most Desired

4- Least Desired

_____ Milner Plaza

_____ College Overpass

_____ Quad Side of Schroeder Hall

_____ Flag Pole on Quad

By signing below I am acknowledging my organization's responsibility for the sandwich board used and the material posted on the board:

President Signature _____ Date _____

For Office Use

Date received: _____

Date sandwich board going out _____

Approved By: _____

Location Assigned: _____