

# Temporary Signage

# APPLICATION



CAL POLY POMONA  
Office of Public Affairs

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
Organization/Dept. \_\_\_\_\_  
Campus Address \_\_\_\_\_  
Campus Phone \_\_\_\_\_ Off-Campus Phone ( ) \_\_\_\_\_  
Nature of function to be announced on banner (describe) \_\_\_\_\_  
Posting Date \_\_\_\_\_ Removal Date \_\_\_\_\_

## BANNER POSTING ON FENCES

Policy: Banners should be no larger than 4'x10' and are used to announce and promote major university-related activities or events. Banners can be used by all recognized university organizations. The Office of Public Affairs reserves the right to prioritize the banners to be posted.

Banners should be placed between red markings indicated on all three fences. Signs should not be up for more than (a week to 10 days). If banners are not removed within 24 hours of the removal date listed above, the sponsoring organization may face removal charges and loss of future privileges.

*Sketch your banner with text here*

### FOR OFFICE USE

*Request:* Approved \_\_\_\_\_ Denied \_\_\_\_\_ Posting Dates \_\_\_\_\_

\_\_\_\_\_ University Dr. / Off Temple- North Side of St. (near sheep pasture)

\_\_\_\_\_ Kellogg Dr. / East Campus- South Side of St. (near 10 FWY)

\_\_\_\_\_ Kellogg Dr. / South Campus- North Side of St. (across from marquee)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Return Completed Form to  
Office of Public Affairs, CLA Bldg. 98, T5 x3342