

Event Signage & Display Reservation Form

Marketing & Communication offers various items for check-out to support events both on and off campus. While these items can be used for non-recruiting events, priority will be given to those that support prospective student recruitment.

Check the items you want to reserve and indicate the quantity of each item.

- Table Drape (Maroon) How Many?
- Acrylic Tabletop Sign Holders How Many?
- Retractable Banners

See examples at [WEB LINK TO COME](#). Select the style(s) you want to check-out.

- Banner with TWU Logo – White How Many?
- Banner with TWU Logo – Maroon How Many?
- Banner with Texas Woman's and Logo – White How Many?
- Banner with Texas Woman's and Logo – Maroon How Many?
- Event Backdrop (8x8 pop-up)

I have watched the REQUIRED event backdrop instruction video. Initial Here:

Required Information

NAME			
DEPARTMENT			
EMAIL		PHONE	
EVENT PURPOSE			
PICK-UP DATE		RETURN DATE	
ACCOUNT NUMBER			

This account will be charged if the items are lost, damaged or soiled.

Account Approver's Signature:

Date:

For M&C Office Use

Request Approved Denied* Reason for denial:

M&C Signature:

Date:

Due Date:

Date Returned:

Returned by (signature):

Received by (M&C):