



UNIVERSITY OF CENTRAL FLORIDA

Banner Reservation requests should be submitted through the Student Union website. Requests will be reviewed based on availability and banner content, then confirmed via email. If you have any questions, please email us at suaccounting@ucf.edu.

GENERAL POLICIES

- Student Organizations, Student Government, and SGA Agencies
 - Banners promoting your Organization
 - Banners must include contact information for the organization (web address, email, etc.)
 - Banners promoting an Event
 - Event must be hosted at a Student Union managed location.
- UCF Departments
 - Banners may promote an Event
 - Event must be hosted at a Student Union managed location.

BANNER SPECIFICATIONS

- Minimum Banner Size: 3.5 Feet Vertical x 5 Feet Horizontal
- Maximum Banner Size: 5 Feet Vertical x 10 Feet Horizontal
- Banners being hung on the 2nd Floor must be professionally produced (Print Shop, Etc.) and have grommets.
- Banners being hung on the 3rd Floor may be "home-made" on queen size sheets only.
 - Glitter is not permitted. Banners with glitter will not be hung.

RESERVATION POLICIES

- The Student Union reserves the right to deny any request submitted if the banner does not fall within our noted policies.
- Banners may be reserved for seven (7) consecutive days per reservation.
- There must be at least a one (1) week span between banner reservations for the same organization.
- Banner reservations begin on the first Monday in August for Fall, on the first Monday in December for Spring, and the first Monday in May for Summer.

DROPPING OFF / PICKING UP BANNERS

- Banners should be dropped off and picked up from the Student Union Administration Office, Suite 312.
- Banners should be dropped off by 4PM the business day before the banner is to be hung.
 - Banners not received in a timely manner will result in a no show for the organization and no future banner reservations will be processed for the organization.
- Please pick up your banner no more than five (5) days following the removal date.
 - The Student Union is NOT responsible for banners after 5 days.
- Banners are hung and removed on weekday mornings.

CONTACT INFORMATION

Questions regarding Banner Reservations should be directed to Student Union Operations Staff, located in the Student Union Administration Office (Suite 312). They can be contacted at (407) 823-2256, or via email at suaccounting@ucf.edu.