



## BANNER REQUEST THROUGH THE WELCOME CENTER

**NOTE: Banners placed on pedestrian bridge and/or building 900 only**

Today's Date: \_\_\_\_\_ Department: \_\_\_\_\_

Requested By/Contact Information: \_\_\_\_\_

Post Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Banner Size/Number: \_\_\_\_\_ Approved by: \_\_\_\_\_

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### **BANNER GUIDELINES**

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<b>Banners must be related to Cabrillo College student activity</b>
<b>Banners must be approved by the Cabrillo Welcome Center Staff 831-479-6100</b>
<b>Responsible posting party must monitor banners on a daily basis</b>
<b>Banners must NOT be placed more than 2 weeks prior to the event</b>
<b>Banners must be promptly removed the day after the event</b>
<b>Department banners that have no ending event date will be allowed to leave their banners up on a rotating basis as need allows</b>
<b>Welcome Center is not responsible for lost or removed banners or the cost to replace banners</b>

<b>To hang banners with the Library, Building 1000, contact Georg Romero 831-479-5771</b>
<b>To hang banners on the Watsonville Cabrillo campus, contact Rachel Mayo 831-786-4710</b>



## **BANNER POSTING GUIDELINES**

The Welcome Center in SAC East coordinates the scheduling of banners on the pedestrian bridge spanning the upper and lower college campuses (North and South directions) and building 900 balcony railings. The scheduling process is facilitated by Welcome Center Staff at 831-479-6100.

Banners for the Library must be approved by Georg Romero, Library Director, Library Building 1000, at 831-479-5771.

Watsonville Center banner placement must be approved by Rachel Mayo, Dean of Educational Centers at 831-786-4710. More information can be obtained in the administration office at the Watsonville Center.

### **Postings:**

1. Must be topic related to Cabrillo student activity
  2. Must be approved by the Welcome Center
  3. Must be placed with zip ties, string or twine only, **NO STAPLES OR TACKS**
  4. Must fit the railing so it can be well tied by string or twine
  5. Responsible posting party must monitor your poster on a daily basis
  6. It will be removed if the wind pulls it loose and it starts flapping
  7. Must **NOT** be placed more than 2 weeks before the event
  8. Must be promptly taken down the day after the event
  9. There is a limit to no more than 3 banners and/or posters posted in each approved area
  10. If you fail to maintain any of the above your club or organization will lose banner privileges in the Library, 900 building railings, and walk bridge railings for an entire semester:
    - a) Pictures will be taken
    - b) Posters will be removed
    - c) We will be very strict through the whole semester about non-compliance
    - d) Be responsible for your posters
- ❖ **Departments' banners that have no ending event date will be allowed to leave their banner up on a rotating basis as need allows.**
- ❖ **The Welcome Center and the Library are not responsible for lost banners, removed banners or the cost of the banners.**