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 10:00 - 4:00 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.

<table>
<thead>
<tr>
<th>Front</th>
<th>Back</th>
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Location Requested (Please Rank) __________________________ Milner Plaza
1. Most Desired __________________________ College Overpass
4. Least Desired __________________________ Quad Side of Schroeder Hall

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: __________________________