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 9:00 – 3:00 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location Requested (Please Rank)
1- Most Desired ___________ Milner Plaza
4- Least Desired ___________ College Overpass

Quad Side of Schroeder Hall
Flag Pole on Quad

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: __________________________