

MCS USE ONLY

Hold: _____
Update: _____
Confirm: _____

Campus Signage Request Form

Meeting & Conference Services | 179 Student Union
ph: 405.744.5232 | email: meetings@okstate.edu
web: meetings.okstate.edu



Signage requests and artwork must be submitted no later than 10 working days before the posting start date. For signage policies, please visit Meeting & Conference Services online at meetings.okstate.edu. *This request is on hold until you receive an email confirmation.*

Organization Name: _____

Chalking Request

Placement Start Date: _____ End Date: _____

Description of Chalking *(please print clearly)*

Flyer Posting Request** *(select all locations that apply)*

- | | | |
|---|---|---|
| <input type="checkbox"/> Agricultural Hall | <input type="checkbox"/> Engineering South | <input type="checkbox"/> Math Science |
| <input type="checkbox"/> Business Building | <input type="checkbox"/> Human Sciences | <input type="checkbox"/> Morrill Hall |
| <input type="checkbox"/> Classroom Building | <input type="checkbox"/> Leadership & Campus Life/Student Union | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> Edmon Low Library | <input type="checkbox"/> Life Sciences East | <input type="checkbox"/> Seretean Center |
| <input type="checkbox"/> Engineering North | <input type="checkbox"/> Life Sciences West | <input type="checkbox"/> Whitehurst |

Placement Start Date: _____ End Date: _____

***Copy of flyer must be submitted and approved prior to request being confirmed. Please attach flyer to request form or email to meetings@okstate.edu. Flyers may only be posted on designated bulletin boards.*

Posting in Residential Halls on campus requires a permit from Meeting & Conference Services and approval from the department of OSU Housing & Residential Life.

Organization Contact Information

Coordinator: _____ E-mail: _____ Phone: _____

2nd Contact: _____ E-mail: _____ Phone: _____

By signing below, I understand and agree to the stated terms outlined in the Oklahoma State University Policies and Procedures. All requests are contingent upon availability and approval. If all details are not completed on this form, it's not approved and could cause your request to be cancelled.

Signature of Coordinator: _____ Date: _____

For Internal Use Only	
Facility Approval: _____	Date: _____