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

- Agricultural Hall
- Business Building
- Classroom Building
- Edmon Low Library
- Engineering North
- Engineering South
- Edmon Low Library
- Human Sciences
- Leadership & Campus Life/Student Union
- Life Sciences East
- Life Sciences West
- Math Science
- Morrill Hall
- Physical Science
- Seretean Center
- 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: ______________