

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



Individual students and student organizations are required to register all on campus chalking, flyer, and banner requests. Confirmation of the reservation and/or issuance of a confirmation/permit may take up to ten (10) business days prior to the requested event or posting 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)

- Agricultural Hall
- Business Building
- Classroom Building
- Edmon Low Library
- Engineering North

- Engineering South
- 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: _____

