

**MCS USE ONLY**

Hold: \_\_\_\_\_  
 Update: \_\_\_\_\_  
 Confirm: \_\_\_\_\_

# Campus Signage Request Form

Meeting & Conference Services | 179 Student Union  
 ph: 405.744.5232 | email: [meetings@okstate.edu](mailto:meetings@okstate.edu)  
 web: [meetings.okstate.edu](http://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](http://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)*

- |   |   |   |
|---|---|---|
| <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](mailto: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: \_\_\_\_\_

2<sup>nd</sup> 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: \_\_\_\_\_

