

BANNER PRINTING GUIDELINES

Registered Student Organizations

- Each RSO may have six (6) banners printed per semester at no cost.
- After six (6) banners are printed the cost will be \$12.00 each (this is our actual cost per banner).
- This amount will be deducted from the RSO budget or you may choose to pay cash.
- ALL BANNERS MUST BE FOR A REGISTERED ORGANIZATION. Banners being made for class projects will cost \$12. The Student Life Department will not print banners of a personal nature.

Departments within the Carmichael Student Center

We will print banners for departments located in the Student Center and in the Student Recreation and Wellness Center. The cost per banner will be \$15. It may be paid for in cash or you may provide a speed chart number. The banner must be for an event encompassing the general student body and be posted according to the guidelines for posting as printed in the 2009-2010 Student Handbook, page 68.

Other departments may make banners at the TRAC Center in Kennesaw Hall or at the CETL House. Please contact those areas for their guidelines and costs.

Creating a Banner (Allow a 72 hour turnaround)

1. Banner must be submitted in Power Point
2. Select the "Format" option (top of tool bar) and then select "Slide Layout." Once in Slide Layout (will appear on right side of screen), select the blank slide available under "Content Layout."
3. Go to File → Page Setup
4. Using the drop down menu titled *Slides sized for*: select "Custom."
5. The slide width & height:
 - The dimensions of the banner must be set at:
 - PORTRAIT
 - Width = 42"
 - Height = 56"
 - LANDSCAPE
 - Width = 56"
 - Height = 42"
6. Send as attachment to ksustudentlife@gmail.com
7. You will be emailed if there are any problems and/or when banner is done.

TYPES OF BANNERS

Short-term Banners

Sponsoring organizations must display the following information on their banners:

- Name of Organization
- Event Name
- Date and time of event
- Location of event
- Contact information (please include phone, website, and email if available)

Long-term Banners

Sponsoring organizations must display the following information on their banners:

- Name of Organization
- **Total contact information (phone/website/email)**
- Meeting dates & times
- Meeting locations if known

Banner Printing Guidelines *(cont)*

Vinyl Banners

The Department of Student Life does not provide vinyl banners. If your organization wants to display its own vinyl banner, we ask that you allow space on the banner on which to post meeting times, dates, locations, and contact information. If the vinyl banner does not have that information on it, it will be removed.

BANNER DISPLAY AREAS

Banners may be displayed in the following locations:

- Carmichael Student Center
- Burruss Building

For permission to display a banner in any other building, you must seek the approval of the Dean's Office in that particular building. In the event that a banner is displayed in another building without permission, it will be removed and discarded.

HOW TO APPROPRIATELY ATTACH A BANNER TO A SURFACE

When attaching to a banister:

- Use the clear packing tape provided by our office to hang your banner.
- DO NOT USE MASKING TAPE!

DURATION OF BANNERS

Short-term banners may be displayed for two weeks prior to a specific event.

Long-term banners may be displayed for the entire semester AS LONG AS all pertinent information is visible on the banner.

No more than 2 banners for each organization may be displayed at one time in each building.

REMOVAL OF BANNERS

If you want to keep your short-term banner, please remove it as soon as the event is over. If a Student Life staff member removes the banner, it will be discarded the day following the event.

All long-term banners, including vinyl banners, will be removed and discarded at the end of each semester. If you want to keep it, it is your responsibility to remove it before the last day of exams.

In the event that extra space is needed for short-term banners, long-term banners may be temporarily removed to provide room. They will be re-displayed following the short-term event.

AT ALL TIMES: banners are displayed at your own risk. The Department of Student Life is not responsible for banners that are stolen or removed.