

# University of Georgia – Request for Banners on Light Poles

Requests for banners must follow the University of Georgia’s  
“Guidelines for Banners on Light Poles.”

Requester name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

Sponsoring Unit (school, college, department, unit): \_\_\_\_\_

Name and title of administrator from sponsoring unit - approving content of banner:  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Reason/purpose for banner(s): \_\_\_\_\_  
\_\_\_\_\_

(attach supporting documentation if needed)

Start and end date of promotion: start: \_\_\_\_\_ end: \_\_\_\_\_

Number of banners requested: \_\_\_\_\_

Please see location maps and indicate in which zone(s) you would like the banners displayed: \_\_\_\_\_

*OPA use only*

Request received at Office of Public Affairs (date): \_\_\_\_\_

Reviewed for design (date): \_\_\_\_\_

Approved by OPA (date): \_\_\_\_\_

stipulations (duration, location, etc.): \_\_\_\_\_

Requester notified of decision (via email): \_\_\_\_\_

***Please note: Once the request is approved, it is still the requester's responsibility to purchase the banners and contact Facilities Management Support Services to arrange and pay for installation. Please direct any questions to Wendy Jones at [wfjones@uga.edu](mailto:wfjones@uga.edu) or 706/583-0370.***