

UNIVERSITY RELATIONS BANNER BOOKING FORM
CONTACT NAME: _____

UNIT/DEPARTMENT: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

PICKUP DATE: _____












RETURN DATE: _____

NAME/LOCATION OF EVENT: _____

Once you submit your request you will be contacted with a calendar invitation to book the item you are requesting (if available). If the item you are requesting is not available we will notify you via email.

Resources can be picked up from and must be returned promptly to: **G15 THORVALDSON BUILDING, 110 SCIENCE PLACE, SASKATOON, SK CANADA S7N 5C9**

LISTED RESOURCES ARE THE PROPERTY OF THE COMMUNICATIONS DEPARTMENT OF THE UNIVERSITY OF SASKATCHEWAN AND ARE TO BE USED IN ACCORDANCE WITH THE UNIVERSITY'S LOGO AND SECONDARY LOGO USAGE POLICY [USAGE POLICY](#)

BANNERS	DESCRIPTION	IMAGE
BANNER 1	POP UP – KNOWLEDGE IS BEAUTIFUL	1  2 
BANNER 2	POP UP - U OF S LOGO	
BANNER 3	USASK BOWL SCENE WITH STUDENTS	3 
BANNER 4	USASK BOWL SCENE WITH STUDENTS	4 
BANNER 5	4FT PLAIN GREEN WITH LOGO AND WHITE SQUARES	5 
BANNER 6	4FT PLAIN GREEN WITH LOGO AND WHITE SQUARES	6 
BANNER 7	DARK GRAY MEDIA BACKDROP- U OF S LOGO	7 
BANNER 8	WHITE MEDIA BACKDROP WITH U OF S LOGO	8 
BANNER 9	OLD MEDIA BACKDROP - WHITE	9 
10 POP UP TENT	POP-UP TENT - UNIVERSITY-USASK LOGOS 10 FT. X 10 FT. – VERY HEAVY 2 PERSON WHEELED	10 
BANNER 11	POP-UP BANNER -3 PIECE SET: 1-BOUNDLESS COLLABORATION 2-COURAGEOUS CURIOSITY 3-INSPIRED COMMUNITIES	11 

PLEASE NOTE:

*Borrowing Units are responsible for picking up and shipping banners offsite to events. It is the responsibility of the borrowing units to ensure that banners are returned/shipped back to the University Relations office by the due date listed on the request form.

*It is the responsibility of the borrowing units to ensure that all banner contents are accounted for and packaged neatly into their proper storage cases.

*Please report any damage to the banners or tent promptly so that repairs can be made and they may be returned to service as soon as possible. Missing parts or the repair of damage to the tent or banners may be charged back to the borrowing unit which will be determined on a case by case basis by the Director of Marketing.