# BANNER REQUESTS THROUGH SAC EAST

**NOTE:** Banners placed on pedestrian bridge and/or building 900 ONLY

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<thead>
<tr>
<th>Today’s Date</th>
<th>Department</th>
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<tr>
<th>Post Dates - (From when to when)</th>
<th>Requested by</th>
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<th>Person/Contact for banner</th>
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<th>Banner Size</th>
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<th>Approved</th>
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## BANNER GUIDELINES

- Banners must be related to Cabrillo student activity
- Banners must be approved by the Cabrillo Welcome Center SAC East 200 X:6571 or X:6378
- Responsible posting party must monitor banner(s) on a daily basis
- Banner(s) must NOT be placed more than 2 weeks prior to the event
- Banner must be promptly removed the day after the event
- Departments’ banners that have no ending event date will be allowed to leave their banner up on a rotating basis as need allows
- SAC East is not responsible for lost banners, removed banners or the cost of banners

To hang banners with the Library, building 1000 contact Georg Romero #831-479-5771

To hang banners on the Watsonville Cabrillo campus contact Rachel Mayo #831-786-4710
CABRILLO COLLEGE BANNER POSTING GUIDELINES

The Welcome Center in SAC East coordinates the scheduling of banners on the pedestrian bridge spanning the upper and lower college campuses (North and South directions) and building 900 balcony railings. The scheduling process is facilitated by Ms. Kim Flock, Program Specialist II @ 831-479-6571.

Watsonville Center banner scheduling must be approved and scheduled with Dr. Rachel Mayo, Dean of Educational Centers @ 831-786-4710. Banners for the Library must be approved by Georg Romero – Library Director, Library Bldg 1000 @ 831-479-5771.

Postings:
1. Must be topic related to Cabrillo student activity
2. For the bridge and Bld. 900 only, must be approved by the Welcome/Information Center
3. Must be placed with masking tape only, NO STAPLES OR TACKS
4. Must fit the railing so it can be well taped or tied by string or twine
5. Responsible posting party must monitor your poster on a daily basis
6. It will be removed if the wind pulls it loose and it starts flapping
7. Must NOT be placed more than 2 weeks before the event
8. Must be promptly taken down the day after the event
9. There is a limit to no more than 3 banners and/or posters posted in each approved area

- Departments’ banners that have no ending event date will be allowed to leave their banner up on a rotating basis as need allows.
- SAC East and the Library are not responsible for lost banners, removed banners or the cost of the banners.