
BANNER REQUESTS THROUGH SAC EAST

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

Today's Date _____ Department _____
Post Dates - _____
(From when to when) _____ Requested by _____
Person/Contact _____
for banner _____
Banner Size _____
Approved _____

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.**