

Banner Posting Request University of Wisconsin - Madison

What University affiliated event or function is the banner promoting?	
Department or UW affiliated Organization:	
Point of Contact:	
Name:	
Campus Address:	
Phone:	
Email:	
Requested Starting Date: (maximum time is 14 days)	
Requested Ending Date:	
Location: (specific building and area on building or campus area.)	
Description of banner: including size, material, wording, rough design, etc.	
Proposed method of attachment or installation: (i.e. cord/screwed to previously installed points, posts in ground etc.)*	
Requisition # or Customer #	

*Installation must be approved by Physical Plant. There are permanent banner mounting points on: 905 University, Memorial Library. Approval for attachment to other buildings will require a 30 day lead time.

For safety of pedestrians, banners are not permitted on the UW pedestrian overpasses over University Ave or Park St. Contact the City Clerk's Office @ 261-9171 for permission to post banners on the Alicia Ashman Pedestrian Overpass over Campus Drive.

Please send this request two weeks ** prior to the requested starting date to:

**UW Physical Plant: Attention CARS
204 Service Building
1217 University Ave
Madison, WI 53706-1589**

**Fax: 265-3510
Phone: 263-3333**

** Two weeks time is normally sufficient to obtain an approval decision, request an estimate and install a banner on a building with existing attachment points. Thirty days may be required if there are no existing attachment points.

Internal FP&M Request Routing: please initial, date and pass to the next in line.

Physical Plant Directors Office (Approve Concept)	
FP&M Planning Office (Approve Design)	
CARS (Create Workorder, if necessary)	
Physical Plant Carpenter Shop (create and notify requester of estimate or install)	
Physical Plant Directors Office (notify requester & Bldg Mgr)	