



USU

CALIFORNIA STATE UNIVERSITY SAN MARCOS

CSUSM University Student Union Banner Guidelines

The CSU San Marcos University Student Union (USU) permits student organizations and campus departments to display banners in select areas of the USU building. Banners provide a great way to promote organizations and events to campus community members. At this time, banner requests for off campus entities will not be considered, outside of events. The USU reserves the right to schedule banners according to operational needs.

Reservation Requirements

- Banner spaces may be reserved for a standard two weeks (14 consecutive days) per reservation.
 - Standard requests can be extended an additional seven (7) days, space permitting.
 - Banner space reservations begin on Mondays, unless otherwise requested.
- Banners may be hung per the following dates:

Fall Semester	Spring Semester	Summer
August 15 – December 15	January 1 – May 15	June 1 – August 1

- Banner reservation requests must be submitted by completing the online request form at http://www.csusm.edu/usu/about/BuildingInfo/banner_form.html
- Banners must be requested two weeks in advance of requested posting date.
- Requests will be reviewed based on availability and confirmed via email.

Banner Locations

Green Roof (10 spaces)	West Pavilion Walkway (15 spaces)	Chavez Stairs (6 spaces)
<ul style="list-style-type: none"> • Amphitheater Facing • Rooftop Patio Facing 		<ul style="list-style-type: none"> • 2nd floor (USU Admin Balcony) • 3rd floor (Cross-Cultural Center Balcony) • 4th floor (Crash's Cafe)

Banner Specifications

Recommended Banner Size	Minimum Banner Size	Maximum Banner Size
3 ft Vertical x 5 ft Horizontal	2.5 ft* Vertical x 5 ft Horizontal	3 ft Vertical x 10 ft Horizontal (Occupy 2 spaces)

**For Green Roof (Amphitheater Facing) banner locations, the recommended vertical dimension is 2.5 ft for best view.*

- Grommets are required for display.
- Banners outside of these size standards require special approval. Additional labor costs may apply.
- Banners outside of these locations require special approval.

California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001



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Banner Requirements

- All Banners must be approved by the USU prior to being displayed.
- The name of the sponsoring organization must be displayed clearly on the banner.
- Banners may only be displayed in approved banner spaces in the USU.
- Banners must be professionally produced and meet all banner requirements
- Only USU staff will hang banners.
- A maximum of two (2) banners per event/org are allowed at one time.
- The USU is not responsible for damage or loss.
- The USU reserves the right to allocate a maximum of eight (8) banner reservation requests per organization/department per academic year to ensure equity in requests.
- During elections, ASI will coordinate candidate reservation requests in compliance with ASI election requirements.
- During Fraternity/Sorority recruitment, SLL will coordinate reservation requests in compliance with recruitment requirements.

Dropping Off/Picking Up Banners

- Banners should be dropped off and picked up from the USU Admin Office, Suite 2100.
- Banners must be dropped off one (1) week in advance.
 - Banners not received prior to the deadline will result in cancellation of the reservation.
- Banners must be picked up no more than five (5) days following the final posting date.
 - The USU is not responsible for banners after 5 days.
- Banners are hung and removed on weekday mornings at the scheduling discretion of the USU staff.

Recommended Vendors

- Although there are a wide variety of vendors, CSUSM has a partnership with FedEx Kinkos, which may provide optimal pricing and production time.
- All Star Signs Escondido – 760-746-6555
 - Banners and grommet services.

Contact Information

Questions regarding banner guidelines and/or reservations can be directed to the USU Operations staff located in the USU Administrative Office, Suite 2100 or email usuevents@csusm.edu.