ASU West Banner Guidelines

Banner Locations & Dimensions

* Please note: The time of display shall not exceed 30 days in a calendar year without additional review and approval by Facilities.

List of Locations and Sizes

1) 47th Avenue Entrance
   Horizontal length (10'-12')

2) UCB East Entrance
   Horizontal length (10'-20')

3) UCB Delph Courtyard West Balcony
   Horizontal length (12'-15')

4) UCB Delph Courtyard East Balcony
   Horizontal length (12'-15')

5) UCB Delph Courtyard South Balcony
   Horizontal length (12'-15')

6) UCB Breezeway by Café West Entrance
   Horizontal length (6'-12')

7) CLCC East Balcony in Courtyard
   Horizontal length (12'-15')

8) Sands KIVA East Wall
   Horizontal length (12'-15')

9) Fletcher Library South
   Horizontal length (12'-20')

10) Steel Frame Verde Mall #1 (West)
    Vertical (8' x 4') *

11) Steel Frame Verde Mall #2 (East)
    Vertical (8' x 4') *

12) Steel Frame SDFC Field North of Stage
    Vertical (8' x 4') *

13) Steel Frame SDFC Field South of Stage
    Vertical (8' x 4') *

14) VDP Above Front Entry
    Horizontal length (6'-16')

* add wind-cuts, hemming, and see spec sheet for reinforcement info

How do I submit a request for a banner display?

ASU Faculty and Staff may submit requests for banner display by submitting a work order request to:

http://webtma-support.asu.edu/FDMServiceRequest

Please include the following information:

- Date to hang the banner(s) (Monday – Friday) and date to remove the banner(s) (Monday – Friday) *
- Preferred location to hang the banner(s)
- A brief description of the banner including size and event
- Internal Purchase Order # or area/org to be charged – there is a flat fee of $50 per banner
- Location for Facilities Management staff to pick-up the banner(s) or if you will deliver

Any questions please call Facilities Mgmt at 602-543-3200 or email Catherine.Riley@asu.edu