



College of Business Registered Student Organization EVENT MARKETING SIGNAGE REQUEST

Please read all disclosures before completion of this application:

- **RSO Events eligible** to utilize designated COB signage **must be philanthropic** in nature or **“Open to all COB students.”**
- COB sponsored events (including Business Week) always take precedence on all COB signage.
- Please provide a brief description of your event (*date, time, location, specific details, etc.*) in email to shvandi@ilstu.edu
- **Please submit the following completed form no less than 7 days prior to the requested posting dates.**

CONTACT INFORMATION

RSO Name _____

RSO EVENT _____

RSO Contact _____

Contact Phone () _____ Contact Email _____

REQUESTED MARKETING PIECES

Please rank the following marketing options in order of importance, 1 being most important and 6 being least important. *All attempts will be made to honor as many of the marketing options as possible - dependent upon availability.*

All signage displayed in COB displays must follow ISU/COB style guidelines, and be approved and printed, by COB staff. *If your RSO requires assistance in creation of marketing pieces for COB signage, please contact Steve Vandiver, COB Director of Marketing at (309)438-2646. (shvandi@ilstu.edu | Office - SFHB 403)*

- _____ Email (*email blast to COB student body - from Ashley Hicks, Assistant to the Dean for Student Services*)
- _____ Bathroom Doors (*Located in Lower Atrium and on Floors 1 - 5*) | **Size - 8.5”w x 11”h**
- _____ Digital Screens (*Located in Lower Atrium and on Floors 1 - 5*) | **Size - 960 pixels w x 752 pixels h**
- _____ Glass Case (*Located on 1st floor - dependent upon availability*) | **Size - 69”w x 44”h**
- _____ Lobby Stands (*Located in Lower Atrium, 1st, and 3rd floors - RSO’s are guaranteed 4 lobby stands - with a possibility for more depending on “current marketing requests.”*) | **Size - 22”w x 28”h**
- _____ RSO Glass Case (*Located in Lower Atrium - dependent upon availability*) | **Size - 69”w x 44”h or, if shared, 22”w x 28”h**

MARKETING MATERIAL RUN DATES

Beginning Run Date _____ End Run Date _____

Please provide event details below - or on a separate attachment (*date, time, place, pertinent details, description, or write-up*):

RETURN TO COLLEGE OF BUSINESS DEAN’S OFFICE | SFHB 401

RSO Representative

Signature _____ Date _____

RSO Advisor _____ Date _____