



Account Number

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Date (mm/dd/yyyy)

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Texas A&M University Request for a Sandwich Board Display

Permit #

STEP 1

Today's Date _____ SOFC Account # _____ Organization Name _____

Days & Dates Requested* _____

*not to exceed 14 days in one calendar month

All completed requests must be submitted at least **ONE WEEK** in advance of the desired time of display. It is the organization's responsibility to pick up an approved copy from Student Activities, 125 Koldus Building, **before** the activity. This copy must be posted on the back of the boards (underneath).

Description of

Advertisement _____

Also, you must attach a visual representation of information that is on the Sandwich Board or use the back of this sheet.

STEP 2

The **student organization** is responsible for **removal of the display at the end of the designated advertising time**. If the display is not removed within twenty-four (24) hours after the approved time, the sponsoring organization **will be billed (\$25)** for the removal of the sandwich board. I understand the policies and procedures as outlined for this permit and agree to accept responsibility for observance of such policies and procedures. This permit is not valid until signed by the organization's advisor and has the concession's committee approval.

President's Signature _____ Advisor's Signature _____

Printed Name _____ Printed Name _____

Address _____ Department _____

City, State, Zip Code _____ Phone Number _____

Phone Number _____ Mail Stop _____

STEP 3

You must secure permission from the following area managers **before** your display may be posted. Have the person(s) sign below:

Academic Plaza (between Academic Bldg. & Library) - Tim Sweeney, 125 Koldus Bldg. _____

Chemistry Fountain Area - Tim Sweeney, 125 Koldus Bldg. _____

West Campus Mall Area by the Flagpoles - Tim Sweeney, 125 Koldus Bldg. _____

Commons (A&M Greenhouse) Area - Joy McKenzie, Commons _____

Rudder South Plaza Area - Anne O'Toole, 2nd Floor Rudder Tower _____

Other _____

STEP 4

Turn the completed form into the Department of Student Activities, Suite 125, John J. Koldus Building.

Approved: _____ Date: _____