

North Classroom/ Tivoli Banner Policy

- All banners must be submitted and approved by the Office of Events - events@ucdenver.edu
- Posters are required to be events or programs for students
- The Office of Events Team is solely responsible for putting up and taking down banners.
- Requests to hang banners must be submitted at least 3 weeks prior to the scheduled event date. Banners not requested in advance will not be hung.
 - If you need your banner printed, please send the PDF to events@ucdenver.edu
 - Banners cost \$50 to print, so if you need a banner printed, please include a speedtype in your email.
 - Banners are 42 x 65 inches
 - If your banner is already printed, please drop it off in Tivoli 127 at least three weeks before the event.
- Banners for advertising student-related events and programs will be taken down no later than 3-days after the event has occurred. If the banner is for a series of events, the banner will be hung for no more than 4 total weeks each semester.
- Banners related to campus resources and/or academic departments may hang for a maximum period of 3-weeks once a semester.
- All approved banners will hang only in the specified locations in Tivoli and North Classroom.
- Banners must be in a vertical format and are to be leveled with reinforced holes across the top of the banner.
- Unapproved banners will be taken down and thrown away or recycled.
- No off-campus entities are permitted to hang banners in the atrium.