

# Office of Student Involvement & Leadership

## Large Sign Registration Form

Submit form to the Office of Student Involvement & Leadership in temporary office  
BA159 or fax to 504-280-6633. For more information, call 504-280-6349.

*Office use only:*  
**Event Approved**  
 Yes  No

### Definition of a "large sign"

A sign larger than an 11x17 flyer that will be placed anywhere around campus.  
(Example: Signs at the entrances, in the Quad, along the campus roads, along sidewalks, etc.)

### Contact Information

Name of Organization / Department: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Sign Information

Number of Signs: \_\_\_\_\_ Dimension of Sign(s): \_\_\_\_\_

Location(s) Request: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

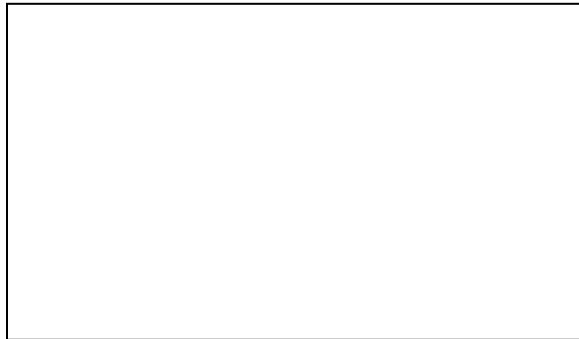
Type of Sign (wood, plastic, poster, etc.): \_\_\_\_\_

**All IFC/NPC/NPHC fraternities and sororities must have the Greek Advisor sign off on the activity *before* this form is submitted.**

Greek Advisor Authorization: \_\_\_\_\_

### Diagram must be submitted with request

Please draw your diagram here.



### **Important Information from the UNO Sign Posting Policy**

- \* Sign may not involve unauthorized solicitation.
- \* Signs may not contain materials that are obscene, vulgar, libelous, or a form of harassment.
- \* Signs must include the name of the organization.
- \* Signs may only stay up for two weeks and must be removed 48 hours after event (if advertising an event).
- \* The organization shall clean the area where the sign was posted.
- \* All signs written in a foreign language must contain a translation in English

**By signing below, it is understood that the responsibility for compliance with University regulations, as outlined above, rests with the officers and members for the organization registering this sign.**

\_\_\_\_\_  
Print name of Organization Representative

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Phone Number & E-mail address (if different than above)

*For Office Use only*

Event is Authorized: \_\_\_\_\_

Director or Assistant Director  
Student Involvement & Leadership