



**XAVIER UNIVERSITY OF LOUISIANA**

Office of Campus Activities

1 Drexel Drive • New Orleans, LA 70125 • (504)520-7360 • FAX (504)520-7981

## Banner Reservation Form

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Banner Dates: \_\_\_\_\_

Set-up Time\*: \_\_\_\_\_

Event Clearance: YES NO

Approved: YES NO Initials: \_\_\_\_\_

\*An Organization Rep must be present at time of set-up and also when banner is taken down.