Banner Hanging Request Form
Curry Student Center

Curry Student Center Operations | 325 Curry Student Center | (P) 617-373-5429

Today's Date: ____________________________________  Location: (please circle)
Student Organization: _____________________________   2nd Floor Rail
Contact Person: __________________________________
NEU Email: ______________________________________  3rd Floor Rail
Phone: _________________________________________
Dates of Display: ______________ to ________________   Roof Terrance

Banner Display Regulations

Banners may be used by NU recognized student organizations to advertise programs, events, or for the general promotion of the organization. Banners may be displayed outdoors facing the Library Courtyard (attached to the Curry Student Center Rooftop Terrance) or indoors facing the Indoor Quad (attached to the 2nd or 3rd floor railings).

Banner Requirements set forth by the Student Center Operations Team:
- Banner size must be 3’2” high x 5’ wide
- No information on the banner may be dated (e.g. a group’s anniversary, meeting times).
- Only @neu.edu email addresses will be permitted on banners. All groups are given a Northeastern email address when they register as a student group. This account is automatically updated at every re-registration to forward to the group’s president and treasurer.
- Only www.neu.edu/[group] or neu.orgsync.com/[group] website addresses will be permitted on banners. If your group does not currently have a website address through Northeastern, contact your Program Manager.
- Only office phone numbers will be allowed on banners.
- Although it is not a requirement, groups are encouraged to pick a base color for their banner that is not white, to enhance the variety of the banners and the contrast against the off-white railings.
- Banners are to be made by the Northeastern University Sign Shop, for submission guidelines please visit http://www.northeastern.edu/facilities/sign_order.html
- Banners will be posted and removed by the Curry Student Center Operations Staff.
- Notification of banner removal will be made via email. Banners not picked up within five (5) business days may be discarded; CSC Operations is NOT responsible for banner storage, theft or damages to the banner.
- Banners must be in English. Only organization names may be in a foreign language.
- Banner content must conform to the Northeastern University Student Code of Conduct and avoid content that may be considered offensive or discriminatory.

Note: University departments and special University wide events wishing to promote services to Northeastern students may display custom banners in the Curry Student Center with the approval of the Associate Director of Curry Student Center Operations.