Advertising Space Reservation Guidelines

2009-2010

- On-line reservation requests must be received at least 2 weeks in advance for advertising locations.
- Requests are processed from 9:00AM to 5:00PM Monday through Friday.
- To make a reservation request within the required lead time of your event start time, you must call the USC Scheduling Office at 213-740-6728 and speak with a Scheduling and Event Planner directly to ensure your event's occurrence.
- PLEASE NOTE: Reservations are first-come, first-served. Requests will be accepted starting the first day of the semester prior to the event date.
- Reservation time for available advertising space is limited in order to allow organizations the opportunity to advertise.
- Advertising space may only promote events or services of recognized USC student organizations or USC departments.
- The Scheduling Office reserves the right to deny any materials violating University policies, the principles of community, or that is considered distasteful or in contradiction with the mission of the University.

Banners

- Student organizations are permitted to use banner space for a maximum of 10 days a month, including weekends.
- Trousdale Banners cannot be larger than 3ft by 10ft.
- Campus Center Fencing Banners cannot be larger than 3ft by 8ft.
- Organizations are responsible for removing banners by 10:00PM the NIGHT the reservation ends. Banners not removed in a timely manner or in the wrong space will be thrown away. The Scheduling Office is not responsible for lost or stolen banners.

Banner Locations
- Fencing Banner spaces #4, #6, #8 and #10 are always available for student org advertising reservations. Other locations are occasionally available.

Display Cases

- Display cases may be reserved by student organizations and departments for a maximum of one week per month, on a Monday to Monday basis.
- Student organizations are only permitted to use one display case per month.
- Display cases are available for use after 12:00PM (noon) on the first Monday of your reservation. All materials must be completely removed by 10:00AM the following Monday when your reservation ends. If items are not removed on a timely basis, they will be removed by the Scheduling Office staff. The Scheduling Office is not responsible for lost or damaged items.
Light Pole Banners

- Groups may reserve a minimum of 5 locations (10 panels) or up to 11 locations (22 panels).
- Light Posts can only be reserved for TWO WEEKS.
- Panels must be professionally produced by AAA Banners (www.aaaflag.com or 1.800.266.4222), meet university criteria, and promote an academic program or event. Charges will apply.
- The sponsoring organization must arrange for the installation and removal of banners. Cost is the responsibility of the sponsoring organization. The sponsoring organization is responsible for meeting the installers and storage of the banners.