

JBK Outdoor Banner Information & Guidelines

We are thrilled to provide our student organizations and departments with a new way to promote their campus programs and activities. Take your creativity to a new level by gathering yourself, or a few members from your organization, to paint a banner that can be hung up to display between the pillars on the east side of the JBK. This is your chance to enhance the beauty of our campus while also getting to showcase your activities to current students, prospective students, and other campus visitors. Let's show everyone all the fun and exciting things there are to do on campus!



How to Make a Reservation

Making a banner reservation request is so easy your grandma could do it! She shouldn't do that though because requests can only be made by registered student organizations and campus departments. Get started on your request by visiting the [EMS reservation website](#). Groups will need to select the JBK Marketing Request form.

A few things to keep in mind:

- Reservations are first-come, first-served.
- We believe in giving everyone a fair chance to promote and display their activities, which is why banners can only be displayed a minimum of one week and a maximum of two weeks.
- Four banner slots are currently available for reservation.

Painting Your Banner

We made it painless and simple to gather your supplies and banner. After you have made your reservation, a staff member of the SEES office will reach out to the requestor to coordinate banner and supply pickup in JBK suite 102.

You will be given one professional matte canvas banner (sized 36x60 in.), as well as a tub of paint brushes and your choice of paint colors.

Next, you will find a location to paint your banner and begin unleashing your inner Picasso. Help care for our campus by cleaning up during and after you are done painting.

Finished painting? Gather the supplies and return them along with your completed banner back to JBK suite 102. Your banner will be hung up by JBK staff. They will need time to install grommets on the banner and get it hung up.

Don't cut your reservation time short! To ensure that your banner gets hung in time for your reservation, we ask that you return it to JBK suite 102 by 3 p.m. on the Friday before the actual start of the reservation.

Banner Setup & Removal

No need to stress about hanging the banner up yourself. Our devoted JBK staff will take care of the work for you.

Once your reservation is up, your banner will be returned to JBK suite 102. Stop by our office to pick up your banner. If you no longer wish to hold on to your banner, let us know by sending an email to emontoya@wtamu.edu. If one week has passed and your banner has not been picked up, then we will dispose of it for you.

It is important to note that the JBK will not assume liability for any lost, damaged, or unclaimed banners.

What Should I Include on my Banner?

Banners should advertise on-campus events or functions sponsored by recognized student organizations or academic/administrative departments.

These banners will be on display at a high-traffic area. Make them easy to read and memorable. Tell everyone all the details of your event! Noteworthy banners will promote the following information:

- Date
- Time
- Location of Event
- Complete name of sponsoring student group or department
- An activity or event of campus-wide interest

Questions?

Should you have any questions, reach out to Evelyn Montoya, Marketing Coordinator for Student Enrollment, Engagement, and Success, at emontoya@wtamu.edu.

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