



IDAHO COMMONS & STUDENT UNION

ADVERTISING OPTIONS



We want to help you advertise your event. There are several options within the Idaho Commons & Student Union that you can reserve by calling or e-mailing the Scheduling Coordinator at icsu-rooms@uidaho.edu or 885-6956.

TABLE TENTS

Table Tents can be reserved for the tables in the Idaho Commons Food Court. Approximately 25 one-sided Table Tents need to be made and cut 6 inches tall by 4 inches wide. Idaho Commons Staff will put in and take out your announcement in acrylic holders on each table. There are 6 sides to the holders and only one side may be reserved at a time. **Reservations may be made for no more than seven consecutive days and no less than five consecutive days, three times per semester.** Organizers must have the Table Tents to the Commons Information Desk the Friday *before* the week reserved.

BANNERS

STUDENT UNION

With a reservation, you are able to hang a banner across the high traffic Deakin Avenue just outside the Student Union. The cost is \$60 each time the outside banner is hung, payable prior to banner being hung. Outside banner hanging is contingent on weather. The banner must be: Hemmed height 48" – 54" x width 30' – 40'. There must be ½" grommets every 2' on both top and bottom and there *must be wind slices* in the banner.

IDAHO COMMONS

There are several locations for banners to be hung at the Idaho Commons. They are all on the Food Court side of the building, third level. Banner space must be reserved, and **may be reserved for no less than one week, no more than two weeks in a row**, and for a maximum total of 4 four weeks in a semester per ASUI recognized club or University Department.

There is no charge for departments or ASUI registered student organizations to hang banners. Non-affiliated groups may not reserve banner space at the Idaho Commons. Banners are only to be hung by the Commons Events Set Up Staff; no individual or group may hang or remove their own banner.

ASUI balcony outside banners must be 30" high x 9' - 10' wide. The banner must have 3 reinforced holes (grommets) on the top and 3 on the bottom. They must be placed in each corner and one in the middle. This helps in tying them down so they are visible at all times. Banners may not be made out of paper. Banners may not have paint or ink on them. Cloth or vinyl banners are preferred, but paper ones are acceptable for inside.

Banners must be delivered at least 3 days prior to the beginning of a reservation and must be picked up at the Information desk 3 days after the reservation ends, at the latest. A \$10 delivery charge will apply if not picked up.

EASELS

There are 2 easel spaces in the Commons and 2 in the SUB that can be reserved for poster display if a group or department event/meeting has already been scheduled by the Facilities Coordinator for a room in either the Commons or in the SUB. Poster must be approved by the Facilities Coordinator or Assistant Director of Operations. Posters may only be displayed on easels next to the Common Grounds coffee shop or near the main entrance to the SUB two days before and the day of a particular event/ meeting. The poster must be applied to a hard backing such as poster board.

FLAT SCREEN DISPLAYS

The intent of the flat screens is to present information about local events and activities to students, staff and faculty of the University of Idaho. The flat screens are located on each floor of the Idaho Commons to create the best visual settings possible. The current ASUI calendar, time, date, weather, current and up-coming events and student and departmental announcements are available on the display screens. The main purpose of the display screens is to enhance the diversity and learning environment of the university by making information available to all students, staff and faculty.

For more information, please visit the following website: <http://www.sub.uidaho.edu/DisplayInfo> or e-mail icsu-display@uidaho.edu

For more information contact the Scheduling Coordinator at (208) 885-6956