

University of Nevada, Las Vegas • Student Union & Event Services

Marketing Reservation Request

4505 S. Maryland Pkwy., Box 452008, Las Vegas, Nevada 89154-2008 • Phone (702) 895-4449 • Fax (702) 895-1609 • eventservices@unlv.edu

Client Type: [] Registered Student Organization [] UNLV Department [] Commercial Entity [] Non-Profit/Government

*Once you book a space as one of the four categories above, you cannot change sponsorship.

Name of Organization/Department _____

Mailing Address/UNLV Mail Code _____

City _____ State _____ Zip _____

Primary Contact _____

Email _____ Print _____ Signature _____ Phone _____ Fax _____

Secondary Contact/Advisor _____

Email _____ Print _____ Signature _____ Phone _____ Fax _____

Please Note: Your signature on this form indicates that you have read, understood, and agree to the Student Affairs Facilities and Scheduling policies and procedures concerning your reservation(s), all provisions on the back of this form, and any supplemental facility policies listed separately from this form and/or provided to the user at time of reservation(s).

Type of Request: [] Marketing Table [] TV Advertisement [] Display Case [] Table Tent [] Banner
Is this request related to an existing event, if so list: _____
Name of Marketing/Event: _____

Table Tent/Banner/Display Case Request: (Student Union only)
[] Table Tents [] Banners Indoor [] Banner Outdoor
[] Display Case
Dates to Display (Dates must correspond with Sunday – Saturday)

Month/Day/Year

Marketing Table Request (1 table and 2 chairs max):
Date(s) of Marketing: (If several, use comment box to list all)

Month/Day/Year (Specify first & last date)
Day(s) of Marketing: Mon Tues Wed Thurs Fri Sat Sun
Location of Table: [] Student Union [] Student Recreation & Wellness Center Green Space
[] Pida Plaza [] Amphitheatre [] North Field [] Student Union Courtyard
Event Time: _____ AM/PM _____ AM/PM
Start End
Access Time: _____ AM/PM _____ AM/PM
Start End
Will admission/donation be collected at your table? [] No [] Yes
Will this table be publicized off-campus or have media notified? [] No [] Yes
Will there be food or beverages at your table? [] No [] Yes
[] PrePackage/Commercial Vendor [] Bake Sale
No drugs, alcohol or tobacco may be distributed or promoted at marketing tables

TV Advertisement Requests: Select ONLY one of the following
[] Digital Advertisement [] SUES TV (Student Union dining area only)
Dates for ad to run (7 max): _____
Building(s) for ad to be displayed: [] Student Union [] Student Recreation & Wellness Center
[] I will supply my own ready-to-post ad (jpeg),¹ ~ ~ OR ~ ~
If not supplying an ad, please complete all of the following:
Text to be Displayed (150 characters max): _____

Background (choose one): [] Red Wrinkles [] Orange Oval [] Gold Swirls [] Green Arrow [] Blue Extreme [] Purple Net [] Brown Shading [] Black Hitech [] Multi Swirl [] Clouds [] Rainbow [] Laptop [] Chalkboard [] Sports (select one: baseball/basketball/football/golf/hockey/soccer/tennis)
Font (choose one): [] Arial [] Arial Black [] Comic Sans [] Courier New [] Times New Roman

Comments: (Please attach additional sheet if necessary)

¹ Ready-to-post ads include all text and graphics to be displayed on the digital displays and do not require any additional editing.

Date Received:
Reservation Number: