

Office of University Events

Promotional Space Reservation Procedures

Promotional material must be approved by the Office of University Communications and comply with university branding and graphic standards. Students must have prior approval from the Office of Student Development.

For promotional space exposure on campus please refer to the [General Event Guidelines](#) and contact the Office of University Events as per the below procedures:

Banners, Tripod Stands and Sandwich Boards

1. Locations for banners, tripod stands and sandwich boards are restricted – visit: http://www.aucegypt.edu/CVC/Documents/AUC_Promotional_Space_Reservation_Procedures_Mar_2012.pdf for exact locations on campus.
2. Reserve space via e-mail to cvc@aucegypt.edu, a minimum of five working days in advance.
3. Requests must state the location and dates when the promotional material will be posted and removed, whereby, the maximum length of time for posting per event is ten consecutive days.
4. Requests will be reviewed and responded to within two working days.
5. Once approved, the promotional material will be picked up by the Office of Buildings and Grounds two working days in advance.
6. The removal of the promotional material will be carried out by the Office of Buildings and Grounds.
7. The reservation will be cancelled in case the requesting department fails to provide the promotional material on the assigned dates.
8. Promotional material requirements:
 - Banner – maximum size 2 m x 2 m; two banners per event
 - Tripod stands – maximum size 0.92 m x 1.9 m; three tripod stands per event
 - Sandwich boards – maximum size 1 m x 1.2 m; four sandwich boards per event