DISPLAY MATERIAL CHECKOUT

Name: ______________________________________    Dept: _________________________    Ext: ________________

Est. pick-up date: ______________________    Est. return date/time: __________________

ITEMS CHECKED OUT:

____   Flip Cam(s) (5)        _______   Flip Cam USB cable(s) (3)
____   Flexible Flip Cam tripod
____   Large Exhibit display – 4 curved panels (7.5 ft. height, 2 ft. deep, 10 ft. wide)
____   Tabletop display – 2 curved panels (5.2 ft height, 1.8 ft. deep, 6 ft. wide)
____   Media Backdrop
____   Promotional DVD: PSU 2 min. Spot
____   PSU Flag
____   PSU Umbrella (3)
____   PSU vinyl banner (white lettering on PSU green):
   □ 3’ x 9’

Four cable ties to hang banners (through grommets) provided with check-out.

____   Standing banners (33.5” x 78.75”)
   □ Ben Anderson-Nathe □ Melissa Appleyard □ Susan Chan □ Lis Charman □ Carlos Crespo
   □ Veronica Dujon □ David Ervin □ Leslie Hammer □ Kris Henning □ Sue Lenski □ James McNames
   □ Christine Meadows □ Barry Messer □ Laura Nissen □ James Pankow □ Marek Perkowski
   □ Cornel Pewewardy □ Laurie Powers □ Mellie Pullman □ Kevin Reynolds □ Anna Louise Reysenbach
   □ David Sailor □ Michael Smith □ William Tate □ Jian Wang □ Mingdi Yan □ Kristi Yuthas

____   Partnership Standing Banners (33.5” x 78.75”)
   □ EV Plug □ Intel □ Malaria □ Ruby Jewel

____   Table drape w/logo (4) Black drape (30” x 66”)   White runner (4.76” height x 23.85” wide)

____   Podium signs (for off-campus events)
   (1) 9.75 “ x 29.75” – green sign with white lettering and accent green logo
   (2) 12” x 24” – green sign with white lettering and accent green logo
   (1) 11” x 29” – black sign with white lettering and PSU green logo
   (5) 6” x 18” – black sign with white lettering and PSU green logo

____   easels
   (1) Table-top easel (1.2 ft.)
   (4) Instant display easels (5.3 ft. – holds up to 10 lbs)
   (4) Instant display easels (5.3 ft. – holds from than 10 lbs)

All material(s) must be returned to UComm in the same condition in which it was received. If materials are lost or returned damaged, your department will be charged for replacement or repair.

Checked out by (signature): ______________________________________Date: __________________

Received by (UComm): __________________________________ Date returned: __________________

Notes: There are only eight frames and cases for the faculty standing banners. Two framed posters are stored with the non-framed posters.