DISPLAY MATERIAL CHECKOUT

Name: ______________________________________    Dept: _________________________    Ext: ________________

Est. pick-up date: ____________________   Est. return date/time: __________________ Index code:______________

ITEMS CHECKED OUT:

- Flip Cam(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 – 1 curved panel (8 ft. height, 2 ft. deep, 10 ft. wide)
- PSU Flag and stand
- PSU Umbrella (3)
- PSU vinyl banner (white lettering on PSU green): Cable to hang banners (through grommets) provided with check-out.
  - 3' x 9'
- Standing banners (33.5” x 78.75”) Notes: There are up to nine frames and cases to check out at a time.
  - 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
  - Kristi Yuthas
- Partnership Standing Banners (33.5” x 78.75”)
  - EV Plug
  - Intel
  - Malaria
  - Ruby Jewel
- Fearless Standing Banners (33.5” x 78.75”)
  - Kate Bingman-Burt
  - Pamela Campos-Palma
  - Terry Cross
  - Fearless
  - Jill Kuehler
  - Ashley Moe
  - Mark Weislogel
- 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)
  - 9.75 “ x 29.75” – green sign with white lettering and accent green logo
  - 12” x 24” – green sign with white lettering and accent green logo
  - 11” x 29” – black sign with white lettering and PSU green logo
  - 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)
- Photo Booth
  - (1) Macbook Laptop, valued $2,000
  - (1) Printer, valued $1,000
  - (1) Tripod, valued $100
  - (1) Webcam, valued $200
  - (1) AV cart, valued $500
  - (1) PSU props, valued $100

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: ____________________