DISPLAY MATERIAL CHECKOUT

Name: ______________________________________    Dept: _________________________    Ext: ________________

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

ITEMS CHECKED OUT:

____ Large Exhibit display – 4 curved panels (7.5 ft. height, 2 ft. deep, 10 ft. wide)

____ Media Backdrop – 1 curved panel (8 ft. height, 2 ft. deep, 10 ft. wide)

____ PSU Flag and stand

____ PSU logo vinyl banner (black and green banners): Cable to hang banners (through grommets) provided with check-out.
   ❑ 9’wx 3’h (2)    ❑ 6’w x 2’h (2)    ❑ 2’w x 3’h (2)

____ Let Knowledge Serve Standing Banners (33.5” x 78.75”)
   ❑ Pegah Alavi    ❑ Valeria Trejo-Vasquez.    ❑ Juan Baldares-Villagran    ❑ Branden Harvey    ❑ Cuong Nguyen.    ❑ Kelsey Priest

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

____ Podium signs (for off-campus events)
   (3) 11” x 29” – 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)

____ PSU Tent value $3000     ____ Tent side for photobooth

____ Flip Cam     ____ Flexible Flip Cam tripod     ____ Flip Cam USB cable

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: __________________