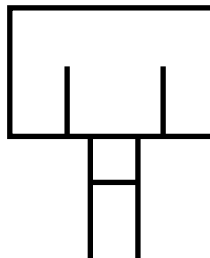




Health Sciences Center  
The University of Oklahoma<sup>®</sup>  
Student Affairs

## Campus Stake Sign Placement Guidelines for Student Organizations

- The Stake Sign Request Form must be completed with signatures and approved by HSC Student Affairs before signs can be placed on campus. The design for the sign must be included with the Stake Sign Form.
- A maximum of 15 stake signs can be placed on the Health Sciences Center campus.
- Signs are not permitted on the Stanton L. Young Walk at any time.
- The student organization is responsible for sign retrieval and proper disposal once the event has past.
- Signs are to remain up for a total of 14 days, please plan accordingly.
- Signs should not pose any danger to campus landscaping. Please be aware that signs may be moved to ensure safety to plants and landscaping service staff.
- Stake signs that will cause minimal holes in the ground are preferable, such as corrugated plastic yard signs. Please see below for an example:



HSC Student Affairs

1106 North Stonewall Avenue, Suite 300 • Oklahoma City, OK 73117

P: (405) 271-2416 • F: (405) 271-8817 • [student-affairs@ouhsc.edu](mailto:student-affairs@ouhsc.edu) • <http://student-affairs.ouhsc.edu/>

Revised: 8/16/2011

# Request to Place Stake Signs on Campus to Publicize Events

Student Organizations Internal Use/Charitable Causes  
The University of Oklahoma Health Sciences Center

Prior to posting signs on campus, Registered Student Organizations must complete and submit this form and a copy of artwork to HSC Student Affairs.

## 1 STUDENT ORGANIZATION

Org. Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2 EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Location of Signs: \_\_\_\_\_

Event Date: \_\_\_\_\_ Sign Placement Date: \_\_\_\_\_ Sign Removal Date: \_\_\_\_\_

Number of Signs: \_\_\_\_\_ Is this event open to the entire campus?  Yes  No

## 3 ADVISER APPROVAL

I have reviewed and approve the attached request for consideration.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 4 HSC STUDENT AFFAIRS APPROVAL

At the University of Oklahoma Health Sciences Center, the above named group is a:

Student Association Administration Org.       Registered Academic Student Org.       Registered Student Org.

The attached request has been reviewed and is:  approved /  denied.

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

HSC Student Affairs

1106 North Stonewall Avenue, Suite 300 • Oklahoma City, OK 73117

P: (405) 271-2416 • F: (405) 271-2416 • [student-affairs@ouhsc.edu](mailto:student-affairs@ouhsc.edu) • <http://student-affairs.ouhsc.edu/>

Revised: 8/16/2011