

Want to reserve sandwich board advertising space in the MU Quad?

Before requesting the space, make sure that your poster has:

Disability Access Statement, OSU affiliated email, Oregon State University logo. Posters should be 24"x 36" to fit the size of the sandwich boards.

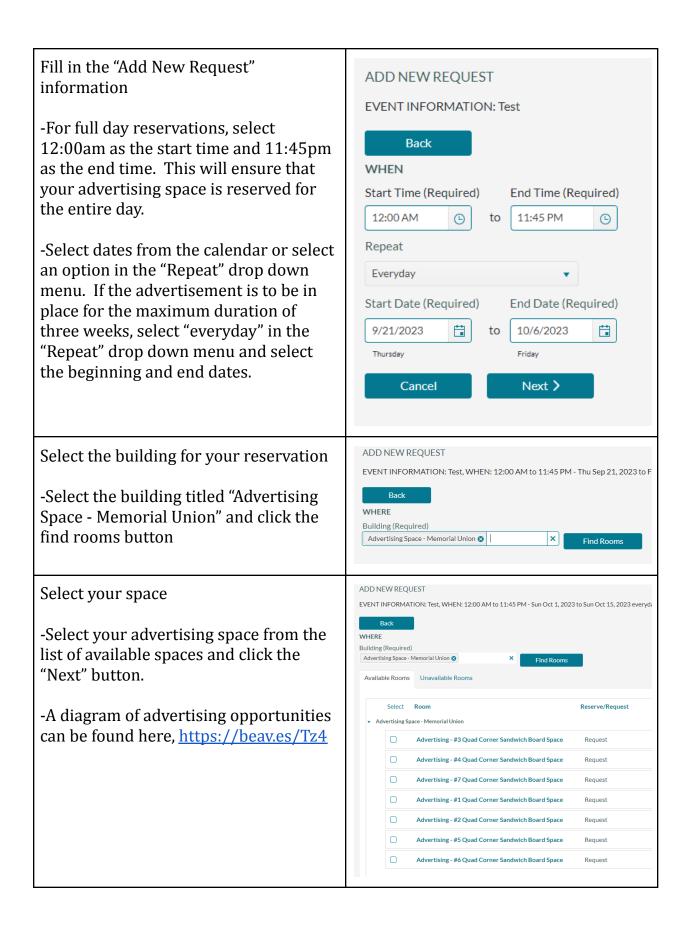
THEN

Log into Mazevo with your ONID email (email <u>reservations@oregonstate.edu</u> if not able to make reservation requests) and press "Add New Request"

Fill in the event information for your advertisement.

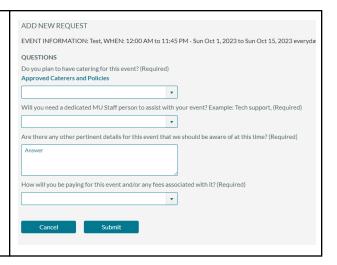
- -Event name (title of the ad)
- -Select "Advertisement Space" as the event type
- -Select your organization
- -Select 1 as the number of people

ADD NEW REQUEST	
EVENT INFORMATION	
Event Name (Required)	
Event Type (Required)	
	▼
Organization (Required)	
	•
Number Of People	
1	
Cancel Next >	



Fill in the required event questions

- -Many of the event questions asked may not apply to your advertising request. Simply type "N/A" for inapplicable questions.
- -Click the submit





Quad advertising will be entirely self service- at the start of your reservation, you are responsible for putting the advertisement on the reserved sandwich boards, using the diagram for the advertising spaces here;

You are also responsible for removing your signs at the end of your reservation.

If you do not take your posters at the end of your reservations, our staff will throw them away to make room for the other advertisements coming in.

If you see a sign on the board where your poster is supposed to be, contact the MU Information Desk by phone or in person to have them confirm your reservation and help with changing the signs.

Questions? Email reservations@oregonstate.edu or call (541) 737-2416

