



*Update The Source*

**UC Policy**

- Subject matter must advertise a campus event or service or be of benefit to the campus community.
- Commercial promotions are not allowed unless associated with a building tenant and must be limited to the business location.
- Local, state, national or international political promotions are not allowed, unless sponsored by an ASUM organization.
- Promotions of ASUM candidates and/or issues are allowed in accordance with ASUM bylaws during ASUM elections.
- Postings are not allowed on the windows of private businesses, painted surfaces, doors, and elevators.
- Profanity will not be allowed.
- All banners, index cards, and posters must be approved by the Source with the exception of ASUM political campaign material.

**Submission Procedure:**

- Please submit information minimum *two weeks* before event
- Return submission to UC Administration, Room 232, Attn. The Source Supervisor
- We can accept up to two flyers for posting in the UC
- Please be as accurate as possible with information, we will be advertising off your submission

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

Location of the Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Event Coordinator/Contact: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Web Site: \_\_\_\_\_

Price (if any) – Student \$ \_\_\_\_\_ Faculty/Staff \$ \_\_\_\_\_ Public \$ \_\_\_\_\_

Seating Type – General or Reserved (circle one)

The Source selling tickets for you? Yes or No (circle one)

Total # tickets received: \_\_\_\_\_ Beginning Ticket # \_\_\_\_\_ Ending # \_\_\_\_\_

Contact The Source Supervisor at 243-5125 with any questions.

Banner index/account for deposit: \_\_\_\_\_

**Ticket reconciliation** (To be filled out by The Source staff)

Total # tickets sold: \_\_\_\_\_ Total # tickets returned \_\_\_\_\_

Beginning ticket # left in inventory \_\_\_\_\_ Ending # \_\_\_\_\_

Signature of person receiving returned tickets:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date