

How to Access Funding for Advertising and Banners

Printing:

- Use the [Copyworks Request Form](#) found on the Student Organization Resources page of the Student Life and Event Services website
 - When completing the form, your “Method of Payment” depends on the funding source you have been allocated the funds through. If you have questions about this, please contact Pam Creger at pamela.creger@uni.edu
 - For Budgetary Funding you will select “NISG Budget”
 - For Contingency Funding you will select “Contingency”
 - For Coca Cola Fund you will select “Coca Cola Fund”
- Information regarding any need to input UNI logo or wordmark is forthcoming

Social Media Advertising:

- Find the website from which you will purchase and the estimated cost
- Social media purchases will need to be made as an out of pocket expense with reimbursement requested in the following manner
 - Make sure receipts are itemized and show the method of payment
 - Complete a [Request for Reimbursement](#)
 - [Detailed instructions for requesting reimbursement](#)
 - Scan the Request for Reimbursement and all applicable receipts and send to Pam Creger, pamela.Creger@uni.edu
 - All requests for reimbursement must be submitted no later than June 1st in order to ensure reimbursement before funding expires
- Tag NISG in your social media post

Banners:

- It is recommended that you use Signs by Tomorrow or Copyworks for banner purchases. These vendors are aware of the sizing and the grommet placement necessary for displaying your banner in Maucker Union if this is intended.

- If using Copyworks, follow the steps for Printing above and indicate in the Special Notes section that you would like this printed as a banner (size 6' x 9') and indicate if this will be hung in Maucker Union and requires grommet placement
- If using Signs By Tomorrow for a quote – (319)268-0001
 - Keep in mind that you will be responsible to pay for any amount over and above your funding allocation
 - Provide them with the sizing and grommet placement information if desired for hanging in Maucker Union
 - Request that they bill the Office of Student Life and email a copy of the invoice to Pam Creger at pamela.creger@uni.edu
 - After placing your order, be sure to contact Pam Creger to let her know an invoice will be forthcoming and make her aware of which funding source you have the allocation through for purchase of a banner
- **Banner hanging requires a [reservation](#) in Maucker Union**