

PROPOSAL SUBMISSION FORM

(Email completed forms to: ucomm@usc.edu)

Submitter Name: _____
Department Submitting: _____
Submitter Email: _____
Submitter Phone: _____

Department Chair/Director: _____
Dean or Division Vice President: _____

__ I certify that the Chair/Director of my department and the Dean or Vice President for the department's area as listed above have reviewed and approved this proposal.

Proposed theme: [write in box, 100 words]

This project meets the following criteria:

- Promote an all-university initiative
- Celebrate USC Trojan culture
- Celebrate USC milestones (Welcome Week, Orientation, Commencement, Festival of Books)
- Promote awareness of essential care and safety services

This project is for the following audience:

- USC students as a main population; i.e. promoting campus resources for students; or
- The general public; i.e., promoting a free public activity or celebration

The purpose of this project is to:

Proposed dates (2-4 weeks): _____

Proposed artwork (submit rough sketches for approval)

This artwork is two pieces (left and right banners) each at 24" width x 48" height in size; each two-piece banner will be repeated 11 times along Trousdale

This artwork is 11 sets of two pieces (left and right banners) each at 24" width x 48" height in size; each two-piece banner will appear 1 time along Trousdale. (Please submit artwork for each proposed set of two pieces.)

Additionally, please confirm the following:

__ I certify that this artwork contains rights-cleared images purchased for public use and will provide receipts or other written documentation to confirm. Any living individuals depicted in the artwork have granted written permission (photo permission waivers) to be featured in this banner project.

__ I certify that the selection of this artwork has been in collaboration with USC students, or with faculty and/or staff knowledgeable about this project topic, who have provided input on the selection of the artwork. (Please provide names and contact information.)