



# Oregon State University Memorial Union

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 [reservations@oregonstate.edu](mailto:reservations@oregonstate.edu) 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

Fill in the “Add New Request” information

-For full day reservations, select 12:00am as the start time and 11:45pm as the end time. This will ensure that your advertising space is reserved for the entire day.

-Select dates from the calendar or select an option in the “Repeat” drop down menu. If the advertisement is to be in place for the maximum duration of three weeks, select “everyday” in the “Repeat” drop down menu and select the beginning and end dates.

ADD NEW REQUEST

EVENT INFORMATION: Test

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WHEN

Start Time (Required) 12:00 AM to End Time (Required) 11:45 PM

Repeat Everyday

Start Date (Required) 9/21/2023 to End Date (Required) 10/6/2023

Thursday Friday

[Cancel](#) [Next >](#)

Select the building for your reservation

-Select the building titled “Advertising Space - Memorial Union” and click the find rooms button

ADD NEW REQUEST

EVENT INFORMATION: Test, WHEN: 12:00 AM to 11:45 PM - Thu Sep 21, 2023 to F

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WHERE

Building (Required) Advertising Space - Memorial Union [Find Rooms](#)

Select your space

-Select your advertising space from the list of available spaces and click the “Next” button.

-A diagram of advertising opportunities can be found here, <https://beav.es/Tz4>

ADD NEW REQUEST

EVENT INFORMATION: Test, WHEN: 12:00 AM to 11:45 PM - Sun Oct 1, 2023 to Sun Oct 15, 2023 everyd

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WHERE

Building (Required) Advertising Space - Memorial Union [Find Rooms](#)

Available Rooms Unavailable Rooms

Select	Room	Reserve/Request
<input type="checkbox"/>	Advertising - #3 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #4 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #7 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #1 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #2 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #5 Quad Corner Sandwich Board Space	Request
<input type="checkbox"/>	Advertising - #6 Quad Corner Sandwich Board Space	Request

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

ADD NEW REQUEST

EVENT INFORMATION: Test, WHEN: 12:00 AM to 11:45 PM - Sun Oct 1, 2023 to Sun Oct 15, 2023 everyday

QUESTIONS

Do you plan to have catering for this event? (Required)

Approved Caterers and Policies

Will you need a dedicated MU Staff person to assist with your event? Example: Tech support, (Required)

Are there any other pertinent details for this event that we should be aware of at this time? (Required)

Answer

How will you be paying for this event and/or any fees associated with it? (Required)

Cancel

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](mailto:reservations@oregonstate.edu) or call (541) 737-2416

Quad corner spaces 5 & 6

Quad Corner Spaces 3 & 4

Milam

26th St

Strand Ag.

Quad corner spaces 7 & 8

Quad Corner Spaces 1 & 2

Brick Mall A



Each side of the sandwich board is reservable, please only use the side that you reserved.

A

B

C

ADA Access

Plaza

Memorial Union

MU Steps

