



**UNIVERSITY OF SANTO TOMAS**  
**OFFICE OF THE SECRETARY-GENERAL**

**POSTERS AND STREAMERS**

Sponsoring Organization/Department: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Special Guests: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Contact Person/s: \_\_\_\_\_

No. of Posters: \_\_\_\_\_ Place to be posted: \_\_\_\_\_

No. of Streamers: \_\_\_\_\_ Place to be displayed: \_\_\_\_\_

Duration: Start: \_\_\_\_\_ End: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

Position: \_\_\_\_\_

Department/Company: \_\_\_\_\_

I.D. no. \_\_\_\_\_

**NOTED BY:**

\_\_\_\_\_  
Dean/Asst. Dean, Faculty Secretary, Director

**APPROVED BY:**

\_\_\_\_\_  
**SECRETARY-GENERAL**

The CONTACT PERSON shall be responsible in posting/putting up the posters and/or streamers. After the activity, the CONTACT PERSON shall be responsible in removing immediately the said materials. Buntings, boards and banners should have SPECIAL PERMISSION.

PLEASE SUBMIT THIS FORM AT LEAST THREE (3) WORKING DAYS BEFORE THE ACTIVITY.