A-Frame Reservation Guidelines

A-Frames placed in designated outdoor locations around campus provide a great advertising opportunity for your organization or department. Commonly referred to as sandwich boards, A-Frames are an easy way to advertise campus events and organizations to the Virginia Tech community.

Request Guidelines

- A-Frame space is for the use of registered student organizations and University departments only. The individual making the reservation must be an Authorized Contact for the requesting group.
- A-Frame reservations are made for a minimum of one-week. All reservations begin on Tuesday and end on Monday.
- The maximum display time is two consecutive weeks with no more than two locations at one time. There must be at least one week with no A-Frame reservations in between each reservation.
- Only one A-Frame may be present in the same location advertising the same event.
- Prior to displaying the A-Frame, the sponsor should receive a copy of their reservation confirmation. If any A-Frame is displayed without approval or A-Frame Reservation Guidelines are violated, the A-Frame will be removed and a fee of $15.00 per A-Frame will be charged directly to the sponsoring organization/department.

Policies for A-Frame Boards and Advertisements

- Neither Student Engagement and Campus Life nor Virginia Tech will supply or rent A-Frame boards.
- A-Frame boards should be no larger than 3 feet wide x 5 feet tall.
- All A-Frames must be set up and removed by the sponsoring organization/department.
- A-Frames may only advertise confirmed and approved events and/or functions sponsored by officially registered student organizations or University departments.
- The name of the sponsoring organization/department must appear prominently on the A-Frame, along with the date, time, and location of the event being advertised.
- All advertisements must be in good taste and appropriate for their intended purpose.
- A-Frames must be placed a minimum of 10 feet from any entrance or doorway and cannot be placed on pedestrian walkways or pathways.
- Student Engagement and Campus Life and Virginia Tech will not assume liability for any lost or damaged A-Frames.

Locations

- Dietrick Porch
- McBryde Hall
- Pamplin Hall
- Johnston Student Center
- Newman Library
- War Memorial Gym
- Owens Food Court
- Squires Student Center
- West End Dining Hall
- Lavery Hall

All University Policies for Advertising apply to A-Frames which can be found at [http://www.policies.vt.edu](http://www.policies.vt.edu)