



## X-banner Stand Request Form

The LSOM Office for Research maintains 100 poster stands for departmental rental. Requests to use these stands are reviewed on a first-come first-served basis.

<b>Date Request Submitted:</b>	
<b>Requesting Department:</b>	
<b>Requester Name:</b>	
<b>Email:</b>	<b>Phone:</b>

<b>Event Name:</b>	
<b>Event Date(s):</b>	<b>Event Time(s):</b>
<b>Event Location:</b>	
<b>X-banner stand pick-up/delivery date:</b>	
<b>X-banner stand return date:</b>	
<b>Quantity of X-banner stands needed:</b>	
<b>Department PID:</b>	<b>PID Approver:</b>
<b>Facilities Department assistance requested:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Requesting department is responsible for scheduling delivery and return via a TDX request if assistance for pick-up or deliver is needed.</i>	

To initiate a request, send the completed form to [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu). To arrange the pick-up of X-banners, please reach out to LSOM Office for Research via email at [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu) or by phone at (210) 567-0611.

In the event you require assistance with pick-up and delivery, it is necessary to submit a request to Facilities via [Team Dynamix](#). Please note the LSOM Office for Research does not handle the transportation of rented x-banners to your location.

Stands must be returned within 48 hours following the conclusion of your event. Any incomplete or damaged returns may result in charges to your department PID. For additional inquiries regarding the rental of x-banner stands, contact the LSOM Office for Research at [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu) or (210) 567-0611.