



## 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 via a TDx request if assistance/transportation off campus is needed.</i>	

To submit a request, please send the completed form to [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu). For X-banner pick-up arrangements, contact the LSOM Office for Research via email at [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu) or by phone at (210) 567-0611.

If you require assistance with pick-up and delivery off campus, please submit a request through [Team Dynamix](#) to Facilities. Note that the LSOM Office for Research does not handle the transportation of x-banners.

X-banner stands must be returned within 48 hours after your event concludes. Incomplete or damaged returns may result in charges to your department's PID. For additional questions regarding x-banner rentals, contact the LSOM Office for Research at (210) 567-0611 or at [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu).