

## Flag Display Request

Flag Display Request forms are to be completed in full and submitted to the President for consideration. Requests must be received **at least two (2) calendar weeks prior to the proposed flag display date.**

Individual/Group Making Request: \_\_\_\_\_

Description/Name of Flag: \_\_\_\_\_

Flag Dimensions: \_\_\_\_\_ *(Note: no flag will be permitted which is larger than the National Flag of Canada)*

Proposed Flag Display Start Date: \_\_\_\_\_

Proposed Flag Display End Date: \_\_\_\_\_

Proposed Flag to be provided by individual making request to display the flag: Yes      No

Describe below the purpose of the flag display, how it aligns with the priorities, vision, and mission of the University of Windsor (e.g., promotion of well-being, inclusion, equity, access).

Your signature below indicates that you have read and understood the Policy on Flying of Flags. In addition, it is understood that the University of Windsor, Public Affairs and Communications will be responsible for the communication of the purpose of this flag display to the broader community. This communication will include a posting on the University of Windsor website regarding the flag display and the purposes as it relates to the priorities, vision, and mission of the University of Windsor.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal Use Only:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_