BOCA RATON CAMPUS
TEMPORARY GROUND SIGN APPLICATION
FOR ADVERTISING

Requester Information (Please Print) Application MUST be submitted 7 days before signs are to be placed.

Name:_____	Date: _____
Telephone No:`_____	Fax No:_____
Department Name:_____	E-Mail Address:_____
Campus Address:_____	Room No:_____

EVENT INFORMATION (Please Print)

Event Name:_____	Location:_____
Starting Date:_____ Starting Time: _____	End Date: _____ End Time: _____

TEMPORARY SIGNS (18x24 max. size) - Requester is responsible for production of signs and banners.

Choose sign location(s) number: (See Attachment "D" for Locations)

1		2		3		4		5		6		7		8	
9		10		11		12		13		14		15		16	
17		18		19		20		21							

	Date	Time
Signs will be ready for pick up	_____	_____
Signs to be placed on campus:	_____	_____

Sign Text: _____
If applicable, which parking lot are signs directed: _____ Pick-up location:_____

Signs are to be removed from campus?	Date: _____	Time: _____
Sign disposal: Return signs to requester after event?	Yes: _____	No: _____

This request meets the requirements of this office and is forwarded to DCS, Space Utilization & Analysis for consideration.

_____ _____ _____
Vice President/Dean/Director Print Name Date

The sign/banner application has been reviewed and is approved. It is understood that funding for this sign/banner request is the responsibility of the requesting department.

_____ _____
Design and Construction, Space Utilization & Analysis Date

cc: Requester, Physical Plant, file
Complete the entire form. Obtain signature of Director, Dean or Vice President, then forward to DCS, Space Utilization & Analysis (Bldg 69, Room 104 or fax at 561-297-0195). A response will be returned to the requester within seven (7) days of receipt of request.
To ensure proper navigation, refer to Attachment A and make sure arrows on the signs are adequately directing traffic for your event.

Form revised 12, 2016