

**BOCA RATON CAMPUS
 TEMPORARY GROUND SIGN/BANNER APPLICATION**

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 "A" for Locations)
 If Directional Arrows are to be included on signs indicate (S) Straight, (R) Right or (L) Left, (N) None, after each numbered location chosen.

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29			

-- Ground signs are for directional purposes ONLY --

	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: _____

BANNERS

Check banner location by letter and size: A B C D E F G H I J K L M N
 See Attachments "B", "C" and/or "D" for locations. B C D (10' x 4' Max.)

- Banner material: Vinyl
 - Banner placement: Horizontal only Single sided banner Double sided banner
 - Banner size 10' x 3' (except location B, C & D)

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

Pick-up location: _____

Banner Text: _____

Signs and Banners are to be removed from campus?	Date: _____	Time: _____
Sign/Banner 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 111 or email to werner@fau.edu). 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.