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.

-- Ground signs are for directional purposes ONLY --

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 --			

	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:
See Attachments "B", "C" and/or "D" for locations.
- Banner material: Vinyl
- Banner placement: Horizontal only
- Banner size 10' x 3' (except location B, C & D)

A☐ B☐ C☐ D☐ E☐ F☐ G☐ H☐ I☐ J☐ K☐ L☐ M☐ N☐
B☐ C☐ D☐ (10' x 4' Max.)

☐ Single sided banner ☐ Double sided banner

	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 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 2, 2016