

**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) <i>If Directional Arrows are to be included on signs indicate (S) Straight, (R) Right or (L) Left, (N) None, after each numbered location chosen.</i> -- 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)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D (10' x 4' Max.)	<input type="checkbox"/> Single sided banner	<input type="checkbox"/> 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 111 or email to cmavrodi@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.