

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>	<table border="1" style="width: 100%;"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr></table>	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			
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																													
<p style="color: red;">-- Ground signs are for directional purposes ONLY --</p> <p>Sign Text: _____</p> <p>If applicable, which parking lot are signs directed: _____</p>	<table style="width: 100%;"><tr><td style="width: 60%;">Signs will be ready for pick up _____</td><td style="width: 20%; text-align: center;">Date _____</td><td style="width: 20%; text-align: center;">Time _____</td></tr><tr><td>Signs to be placed on campus: _____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr></table> <p>Pick-up location: _____</p>	Signs will be ready for pick up _____	Date _____	Time _____	Signs to be placed on campus: _____	_____	_____																										
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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)	<table style="width: 100%;"><tr><td style="width: 60%;">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"/></td><td style="width: 40%;"></td></tr><tr><td>B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> (10' x 4' Max.)</td><td></td></tr><tr><td><input type="checkbox"/> Single sided banner</td><td><input type="checkbox"/> Double sided banner</td></tr><tr><td style="text-align: center;">Banners will be ready for pick up: _____</td><td style="text-align: center;">Date _____ Time _____</td></tr><tr><td style="text-align: center;">Banners to be placed on campus: _____</td><td style="text-align: center;">_____</td></tr></table> <p>Pick-up location: _____</p> <p>Banner Text: _____</p>	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 <input type="checkbox"/> (10' x 4' Max.)		<input type="checkbox"/> Single sided banner	<input type="checkbox"/> Double sided banner	Banners will be ready for pick up: _____	Date _____ Time _____	Banners to be placed on campus: _____	_____
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Banners to be placed on campus: _____	_____										

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
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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
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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 odyganova@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.