

**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) - For production of signs, contact Instructional Services @ 7-0336**

Choose sign location(s) number: (See Attachment "I" 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	5	9	13	17	21
2	6	10	14	18	22
3	7	11	15	19	23
4	8	12	16	20	

Signs will be ready for pick up: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 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 ☐ (10'x3' Max.)  
 See Attachments "A" and/or "C" for locations Note: Several sign locations can accommodate more than one size banner.  
 B ☐ C ☐ D ☐ (10' x 4' Max.)  
 L ☐ (5'-9' x 23' Max.)  
 Indicate non-standard Banner Size: \_\_\_\_\_  
 Banners will be ready for pick up: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 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 requestor after event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

This request meets the requirements of this office and is forwarded to the Office of Space Utilization for consideration.

\_\_\_\_\_  
 Vice President/Dean/Director Print Name & Title 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.

\_\_\_\_\_  
 Azita Dashtaki, Director, Space Utilization & Analysis Date

cc: Requester, Physical Plant, file

**ATTACHMENT "H"****PROPOSED TEMPORARY GROUND SIGN OR BANNER APPLICATION FORM****6-Jan-05****FLORIDA ATLANTIC UNIVERSITY - MAIN CAMPUS**

Complete the entire form. Obtain signature of Director, Dean or Vice President, then forward to the Office of Space Utilization & Analysis (Bldg 69, Room 104). A response will be returned to the requester within seven (7) days of receipt of request.