

Event Number: _____

REQUEST FOR EVENT SIGNAGE

The Customer Service Department supplies exterior directional signs for events scheduled on campus as requested by University departments. A fee will be charged per sign per location. The sign will be displayed 2 days before the event and the day(s) of the event. If you would like the sign displayed for additional day(s), there will be a fee for each day, based on sign availability. Please order your sign at least 2 weeks before the event. For fee information, contact the customer service department at 645-2025.

Department _____ Account Number _____

Address _____

Contact Person _____ Telephone _____

Date(s) of Event _____

Additional day(s) _____
(OPTIONAL)

Please print your request below:
MAXIMUM 3 LINES – 14 CHARACTERS PER LINE – ONE LETTER PER BOX

North Campus:

N1	<input type="checkbox"/>	Flint and Maple
N2	<input type="checkbox"/>	Flint and Augspurger
N3	<input type="checkbox"/>	Rensch and Hadley
N4	<input type="checkbox"/>	Hamilton and White
N5	<input type="checkbox"/>	Coventry and Augspurger

South Campus:

S1	<input type="checkbox"/>	Bailey and Sherman
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Return to: University Facilities, Customer Service
120 John Beane Center
Phone: 645-2025
Fax: 645-5965

Sign Shop Use Only

Campus Zone:

North:	<input type="checkbox"/> Academic	<input type="checkbox"/> Arts/Athletic	<input type="checkbox"/> Ellicott	<input type="checkbox"/> Service
South:	<input type="checkbox"/> Academic	<input type="checkbox"/> Arts/Athletic	<input type="checkbox"/> Housing	<input type="checkbox"/> Service

N1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Order Number: _____

Install Date: _____

Removal Date: _____