

**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) - Requestor 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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>1</td><td>5</td><td>9</td><td>13</td><td>17</td><td>21</td><td>25</td></tr> <tr><td>2</td><td>6</td><td>10</td><td>14</td><td>18</td><td>22</td><td>26</td></tr> <tr><td>3</td><td>7</td><td>11</td><td>15</td><td>19</td><td>23</td><td>27</td></tr> <tr><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td><td>24</td><td></td></tr> </table>	1	5	9	13	17	21	25	2	6	10	14	18	22	26	3	7	11	15	19	23	27	4	8	12	16	20	24	
1	5	9	13	17	21	25																							
2	6	10	14	18	22	26																							
3	7	11	15	19	23	27																							
4	8	12	16	20	24																								
	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 <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"/> <input type="checkbox"/>
	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 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 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.

 Shannon Clounts, Director, Space Utilization & Analysis Date

cc: Requester, Physical Plant, file
 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 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 to your event.