



Event Directional Signage Order Form

Date of Request:  
Requestor Name:  
Email:

Department/Group Name:  
Contact: Phone:  
Name of Event:  
Date(s) of Event:  
Start Time:  
Event Venue:

Directional Signs:

A-Frame Sign location(s):

*For questions: John Torres/James Donnelly–Parking & Transportation*

\*Signs are approximate and according to policy. All directional signage orders and locations will be determined by the Conferences & Special Events Office. Signs are not stored or saved after the event. Posted signs are temporary, and all other signs will be removed.

**FEDEX:**

Directional Sign: \$13.00 each (20"x28" Centered/Laminated/Landscape)  
A-Frame Sign: \$19.50 each (24"x36" Centered/Laminated/Portrait)

*Proofs will be faxed/emailed to department for approval upon request.*

Fax #: Email:

Department Approval of Proofs: Date:

Account #:  
Account Type: State SBF Research (Circle ONE)  
Account Administrator:

# of Signs needed:

Estimated Cost:

Internal Authorization  
Signature for Proofs:

Signature for Project: