Stony Brook University

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: *James Ambroise – 631.632.4188, 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:

Office of Conferences & Special Events
Charles B. Wang Center, Suite 302 | Z-4044
Phone: 631.632.6320 | Fax: 631.632.9503