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:

<table>
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<tr>
<th>Department Approval of Proofs:</th>
<th>Date:</th>
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Account #:
Account Type: State SBF Research (Circle ONE)
Account Administrator:

# of Signs needed:
Estimated Cost:

Internal Authorization
Signature for Proofs:

Signature for Project: