# 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:**

<table>
<thead>
<tr>
<th>Department Approval of Proofs:</th>
<th>Date:</th>
</tr>
</thead>
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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:**