

Temporary/Specialty Signage Request

Use this form to request placement of temporary or specialty signage on campus. Temporary signage includes banners, lawn signs and other signage meant to serve a temporary purpose. Specialty signage includes signs that do not conform to criteria specified in the UCO Signage Policy.

Please review the UCO Signage Policy at www.uco.edu/offices/ucomm/ApprovedSignagePolicy.pdf to ensure your request follows university guidelines. Note that temporary signage requests should be made no later than two weeks in advance of desired posting date.

To request permanent signage on campus, contact UCO Architectural and Engineering Services at 974-2576. Please note that funding and presidential approval are required for permanent signage prior to contacting A & E Services.

Return this form to UCO University Communications via campus mail at Box 198, email at ucomm@uco.edu or in person in Room 201, Lillard Administration.

You may submit your signage request at the same time you submit your design to Brand Review for approval. Add brandreview@uco.edu to your signage request email.

SIGN DESIGN

Please attach a copy of the sign design to this request for approval. **Note that a request cannot be approved without a completed design to review.** All designs must follow university brand standards and signage policy guidelines. University Communications can assist in sign design and printing. Design guidelines can be found at www.uco.edu/offices/ucomm/ApprovedSignagePolicy.pdf.

Name _____ Today's Date _____

Office/Department _____

Phone _____ Email _____

Type of Signage Requested _____

Placement Location Requested _____

Dates Requested (may not exceed 14 days): From _____ To _____

Purpose of Signage _____

Signature _____
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FOR UNIVERSITY COMMUNICATIONS USE:

Approved Not Approved Date: _____ Initials: _____

NOTES:

