

**REQUEST FOR BANNERS, SIGNS, PLAQUES, DISPLAYS, WALL/WINDOW VINYL & METAL/BRONZE/PLASTIC LETTERING ON PHYSICAL FACILITIES**

Units anticipating the display of graphic banners, signs, plaques, displays (metal/acrylic/etc.), wall/window vinyl and metal/bronze/plastic lettering on physical facilities must obtain approval from the Architecture Review Committee of the Facilities & Services (F&S) Capital Planning & Space Management Department prior to procuring and displaying.

Individual projects will be considered on a first-come, first serve basis. Any eligible University organization interested in displaying any of the above listed graphic options in the Campus area should submit this completed request form along with a letter of application to the F&S Capital Planning & Space Management Department. Graphic design assistance may be obtained through the Office of Public Affairs, Creative Services Division, Facilities Information Resources, or a design consultant. Each application must be approved by the Architecture Review Committee.

**Requesting Organization Contact Information & Design Description**

Name of organization requesting any of the design types listed below: \_\_\_\_\_

Organization address: \_\_\_\_\_ Telephone/email address: \_\_\_\_\_

Design type:  Wall/window vinyls  Signs/Plaques/Displays  Metal/Bronze/Plastic Lettering  
 Banners Attachments:  Yes  No What type: \_\_\_\_\_

Approximate number of design material requested: \_\_\_\_\_ Installation:  Yes  No

Type of installation: \_\_\_\_\_

Dates of display: \_\_\_\_\_  Temporary  Permanent

If the Requesting Organization has a design completed for proposed graphic, attach a a color copy to this request. All designs shall be reviewed by the Architectural Review Committees prior to design procurement.

Designs attached: \_\_\_\_\_ Organization requests design assistance:  Yes  No

By signing below, the Requesting Organization acknowledges it has reviewed the Approval Procedure for graphic displays and accepts all responsibilities defined in the General Terms and Conditions. Upon approval, the Requesting Organization is responsible for all cost associated with design, purchase, production, installation, repair, removal and replacement.

\_\_\_\_\_  
Requesting Organization  
Representative

\_\_\_\_\_  
Approved  
Architectural Review Committee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Comments \_\_\_\_\_

The Architecture Review Committee shall review and approve, approve with modification or deny approval of applications within thirty (30) calendar days of submittal.