

UCR CAMPUS SIGNAGE REQUEST FORM

Please ensure timely review, production, and delivery of approved banners and temporary signage by adhering to the following request and production schedule:

1. Submit Signage Request Form two months prior to requested display date.
2. Once approved, follow instructions provided in confirmation email.
3. Submit work orders and provide FAU (As needed) to ADS (design/production/delivery). Allow 5-7 business days for reviews/approvals, and up to 10 business days for production.
4. Pick up banners/signage on designated date following display.

CONTACT INFO:

Name: _____

Office/Department: _____

Phone/Email: _____

REQUEST DETAILS:

Signage Purpose: _____

Event Title: _____

Event Date(s): _____

Intended Audience: General Public Campus Community Only Students Only

Expected Attendance: 1000+ Other (please specify) _____

This will be: One time event Annual event

Event Description: _____

Event Location: _____

Requested display date(s): _____

Banner Wayfinding Awareness Campaign

Campaign title: _____

Campaign date(s): _____

General description of campaign: _____

Requested signage:

Banner(s):

Campus entry overstreet banner Building banner Other (please describe below)

Wayfinding

A-frame or windjam portable signage H-frame lawn signs Tear drop lawn signs

Proposed copy for requested banner or sign: _____

CONDITIONS:

If approved, I agree to the following conditions:

- Requested banner conforms with the display philosophy of the requested location.
- Requested display time must not conflict with pre-scheduled display dates.
- Requested display time may not exceed four weeks without Campus Signage Advisory Group(CSAG) approval.
- Requesting unit agrees to pay all costs for design and production of banner(s).
- Requesting unit agrees to make use of approved UCR banner template artwork, to contract with for custom design or provide original artwork to Auxiliary Design Services (ADS) for review and approval (prior to banner production). All artwork must conform with UCR brand guidelines.
- Requesting unit agrees to arrange for (and pay for, if needed) delivery, pick up, and storage of banners.
- Requesting unit agrees to absorb all replacement costs for campus banners damaged by high-wind events or vandalism. Damaged banners will be removed within 48 hours and must be replaced by requesting unit within 7 to 10 business days or forfeit display space.
- Banner request form must be completed in entirety prior to review by University Communications. Incomplete forms shall not be considered.

Upon completion, please email this form to **kim.byrd@ucr.edu** in the University Relations office. Requests are considered and authorized on a first-come, first-serve basis.