

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

LED Sign Use Request on Campus

Signs are to be used for events with campus parking only. For other uses, a waiver may be granted by Parking Services. Appeals may be directed to Parking Services, Box 1044.

Date of Request: _____ Name of Event: _____

Requested Department/Group/School: _____

Account Title/Budget Purpose Number: _____ Signature of Fiscal Officer: _____

Contact: _____ Phone: _____ Email: _____

Requested Date(s) and Time(s): _____

Requested Location(s):

☐ North University Drive (8x4)

☐ South University Drive (8x4)

☐ Lot B – Circle Drive (8x4)

☐ Portable LED Sign(s): _____

☐ Lot A – Circle Drive (6x3)

☐ Lot E – Circle Drive (6x3)

☐ Lot F – Circle Drive (6x3)

Plain Text:

Design for 25 characters per line for permanent signs, 11 characters per line for portable signs. 3 lines per sign

Requested Language: _____

Advanced Graphics:

Design 216x108 pixels for 8x4 signs, 180x72 pixels for 6x3 signs. **Do Not use White Background**

Attach requested graphic to this request.

Cost:

\$75 per location for ticketed University events, \$100 per location for any non-University event.

Additional Information or Requests:

Request Forms must be submitted AT LEAST One (1) WEEK IN ADVANCE to parking.siu.edu or faxed to - 618/650-3673

Questions may be directed to Parking Services at 618/650-3680.

PARKING SERVICES ONLY:

Approved: _____ Signature: _____ Date: _____

Denied: _____ Reason: _____

Amount to be billed: _____