UConn Promotional Signage Request Form 2009

The University of Connecticut's Signage Committee facilitates the process of creating and installing exterior signage at the Storrs campus including signs for identification, direction and promotion.

To request exterior promotional types of signage (banners, plaques or free-standing signs…) please complete the following information on this form. This form is one part of a several step process to guide the design, vendor selection and installation of the signage.

If you have questions, contact Meg Malmborg, Chair of the Signage Committee, at 486-6635.

Step 1: Complete the info below and send/fax this form to Margaret Malmborg, Unit 3225 or 486-0110

Department Name: Phone Number:

Contact Name: Email:

Promotional signage type: ◯ Banner ◯ Plaque ◯ Free-standing Sign ◯ Other

Provide a visual description of the proposed signage and location on the building (attach graphics and photos).

Describe the reason for the promotional signage (anniversary, launch of a new program, architectural element…) and when they are to be installed and removed.

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Step 2: **University Communications' signature and date**_____

All promotional signage requests are reviewed by University Communications. A representative from University Communications will meet with your department contact to review the proposed design. Their role is to provide design guidance and recommend vendors to fabricate the signage.

Step 3: **Facilities' signature and date**_____

Upon design review, the proposed promotional signage request will be forwarded to UConn Facilities. Facilities will review the signage installation for safety and ease of maintenance.

Step 4:

With design and installation reviews complete, the promotional signage request will be forwarded to Purchasing to enable the signage to be ordered.