

## TEMPORARY OUTDOOR SIGNAGE REQUEST FORM

Date of Request: \_\_\_\_\_

**Temporary Outdoor Signage is only permitted for University Sponsored Events\*.**

- A minimum of ten (10) business days is required to process a request once received and date/time stamped by the Dean of Students Office. \*\*
- A Freedom of Expression Policy Organized Expressive Activity Form must be completed and attached.
- A University Sponsorship Verification Form must be completed and attached.
- Attach a sample of sign to this form (Event sponsor's name must be printed on all signage).
- Indicate requested sign locations on provided campus map.

*\*University Sponsored Events are defined as any event, program, or activity sponsored by a University Department in the course of fulfilling their University Mission, activities that occur within the classroom, or events that occur within the regular or recurring sphere of activity of a University Department. University (Campus) Departments who are requesting signage for events that are considered UH-Sponsored Events will need to complete all additional required paperwork in the name of the Department as the official sponsor of the event, activity or program.*

*\*\*Departments should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests to the Student Centers Conference and Reservation Services Team (CARS).*

### Contact Information

Department Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

UH E-Mail: \_\_\_\_\_ Other E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ UH Mail Code: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Location(s): \_\_\_\_\_

Requested dates for sign(s) to be posted:\*\*\* \_\_\_\_\_ Total number of signs requested to be posted: \_\_\_\_\_

\*\*\*Signs must be removed within 24 hours of the completion of the event.

### Sign Description

Construction Material: \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Two-sided: Yes \_\_\_\_ No \_\_\_\_

Will all signs be identical: Yes \_\_\_\_ No \_\_\_\_ If no, please attach a separate page with a sample of each sign. Include width, height and construction material to be used for each sign.

Additional Information (If needed): \_\_\_\_\_

If requesting signage approval for an event to be held in a space reserved through the UC CARS Office, please attach this form to your Reservation Request Form or provide your event reservation number. # \_\_\_\_\_

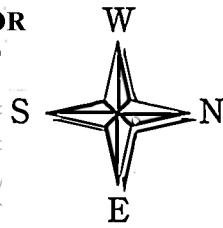
Signature \_\_\_\_\_ Date \_\_\_\_\_

<u>Office Use Only</u>	
Date Sent to Student Center Office: _____	Approved ____ Not Approved ____
Student Center/Student Life Approval Signature: _____	Date: _____
Special Instructions: _____	

**Return completed form to: Conference and Reservation Services Office (CARS), room 271 in the Student Center.**

**Questions? Call 832-842-6167 Fax 713-743-5282 Email [cars@uh.edu](mailto:cars@uh.edu) Web [www.uh.edu/studentcenters](http://www.uh.edu/studentcenters)**

## TEMPORARY OUTDOOR SIGNAGE REQUESTED LOCATIONS



Indicate clearly the location of each sign to be posted. Provide additional information if needed in the space provided below.