

Event Signage – Request Form

Standard event signs measure 18 x 24 inches and includes hardware for simple wire-stake installation. These signs are fabricated using one or two colors and either \$35/each (single-sided) or \$45/each (two-sided).

Requestor Information

_____		_____		KFS No. _____	
Last Name		First Name			
_____				Email _____	
Department					
_____				Unit No. _____	
Street 1					
_____				Telephone: Office _____	
Street 2					
_____		_____		Mobile _____	
City		State		Postal Code	

Event Information

Name _____
Line 1

Line 2

Date(s)	_____	_____	_____	_____
	<i>Event Date</i>	<i>End (if multiple day event)</i>	<i>2nd Event Date</i>	<i>End (if multiple day event)</i>
Day	_____	_____	_____	_____
Start Time	_____	_____	_____	_____
End Time	_____	_____	_____	_____
Venue	_____			

Assigned Parking Location _____
If you have not yet done so, please contact the Parking Services staff at (860) 486-4930 for your event parking assignment.

Would you like the signs placed on site and picked up within 24 hours of the event? YES **\$57/hour = placement of up to eight signs**

Would you like to pick up the signs from the Sign Shop before the event? YES **Preferred sign pickup date** _____

Note: A \$20/sign pickup fee will be charged to event organizers who place but fail to pick up signs with 24 hours of its conclusion. Use the associated map too mark and identify your placement of the requested sign(s). Completed maps must be submitted with each request.

DATE

SIGNATURE of Requestor



Apartment Specific Permits

C Lot

Apartment Specific Permits