

MCS USE ONLY

Hold: \_\_\_\_\_

Update: \_\_\_\_\_

Confirm: \_\_\_\_\_

# Campus Signage Request Form

Meeting & Conference Services | 179 Student Union

ph: 405.744.5232 | email: [meetings@okstate.edu](mailto:meetings@okstate.edu)

web: [meetings.okstate.edu](http://meetings.okstate.edu)



Signage requests and artwork must be submitted no later than 10 working days before the posting start date. For signage policies, please visit Meeting & Conference Services online at [meetings.okstate.edu](http://meetings.okstate.edu). *This request is on hold until you receive an email confirmation.*

Organization Name: \_\_\_\_\_

Organization Account Number: \_\_\_\_\_ (required for A-frame requests)

**A-Frame Request\*** (select all that apply; see map for locations)

Cost per A-frame = \$60.00 (32"x48", full-color; double-sided; displayed for 10 working days)

\_\_\_ Wes Watkins Center [1]

\_\_\_ Legacy Walk East [2]

\_\_\_ Legacy Walk West [3]

\_\_\_ Food & Agricultural Products Center (FAPC) [4]

\_\_\_ Human Sciences [5]

\_\_\_ Business Building [6]

\_\_\_ Chi-O Clock [7]

\_\_\_ Greek Walk [8]

\_\_\_ Engineering North [9]

\_\_\_ Colvin Center [10]

\_\_\_ University Commons [11]

**MCS USE ONLY**

FM Work Order \_\_\_ Yes \_\_\_ No

Work Order # \_\_\_\_\_

Artwork Received \_\_\_ Yes \_\_\_ No

Artwork Approved \_\_\_ Yes \_\_\_ No

Artwork to Sign Shop \_\_\_ Yes \_\_\_ No

Invoiced \_\_\_ Yes \_\_\_ No

Placement Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

(all placement start and end dates will always fall on either a Monday or Wednesday)

\*Artwork must be submitted and approved prior to request being confirmed. Please email artwork to [meetings@okstate.edu](mailto:meetings@okstate.edu) with the following file specifications: 8"x12"; portrait-oriented; PNG, JPEG, or PDF (outline fonts).

**Chalking Request**

Placement Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Chalking (please print clearly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Flyer Posting Request\*\*** (select all locations that apply)

\_\_\_ Agricultural Hall

\_\_\_ Business Building

\_\_\_ Classroom Building

\_\_\_ Colvin Center Annex

\_\_\_ Edmon Low Library

\_\_\_ Engineering North

\_\_\_ Engineering South

\_\_\_ Human Sciences

\_\_\_ Leadership & Campus Life/Student Union

\_\_\_ Life Sciences East

\_\_\_ Life Sciences West

\_\_\_ Math Science

\_\_\_ Morrill Hall

\_\_\_ Physical Science

\_\_\_ Seretean Center

\_\_\_ Wellness Center

\_\_\_ Whitehurst

Placement Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*\*Copy of flyer must be submitted and approved prior to request being confirmed. Please attach flyer to request form or email to [meetings@okstate.edu](mailto:meetings@okstate.edu). Flyers may only be posted on designated bulletin boards.

### Organization Contact Information

Coordinator: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

President: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I understand and agree to the stated terms outlined in the Oklahoma State University Policies and Procedures. All requests are contingent upon availability and approval. If all details are not completed on this form, it's not approved and could cause your request to be cancelled.

Signature of Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use Only**  
Facility Approval: \_\_\_\_\_ Date: \_\_\_\_\_