

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. # _____

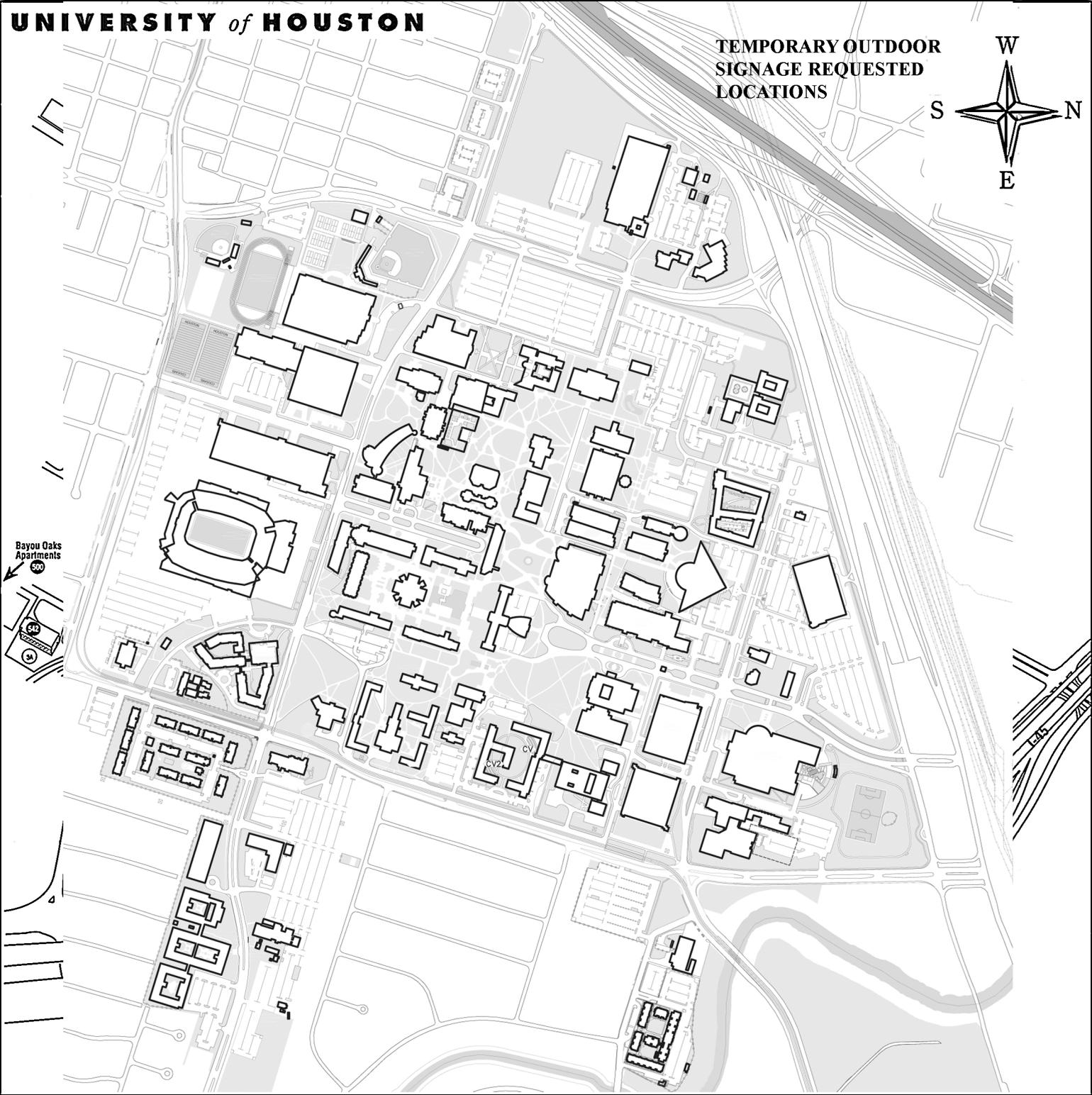
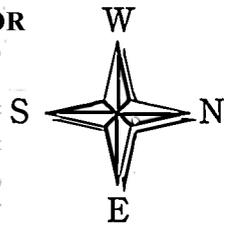
Signature _____ Date _____

Office Use Only	Approved ___ Not Approved ___
Date Sent to Student Center Office: _____	Date: _____
Student Center/Student Life Approval Signature: _____	
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 Web 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.