

SIGN STAND REQUEST

Contact Person	_____	Ext. _____
Organization/Office	_____	
Name of Event	_____	
Date(s) of Event	_____	
Sign Stand Placement by	Date _____	Time _____
Number of Sign Stands Needed	Small _____	(8 1/2 "by 11")
	Large _____	(11" x 17")
Date for Stand Removal	_____	Time for stand Removal _____

SIGN INSERT GUIDELINES

In order for Delta College to maintain a high-quality image to guests, students, and staff, the following guidelines have been established to assist you:

- Sign inserts must be either 8 1/2" x 11" or 11" x 17" to accommodate sign stands.
- All sign inserts must include: Name of Event, Date(s), Starting & Ending Times.
- In fine print, include the contact person and extension.

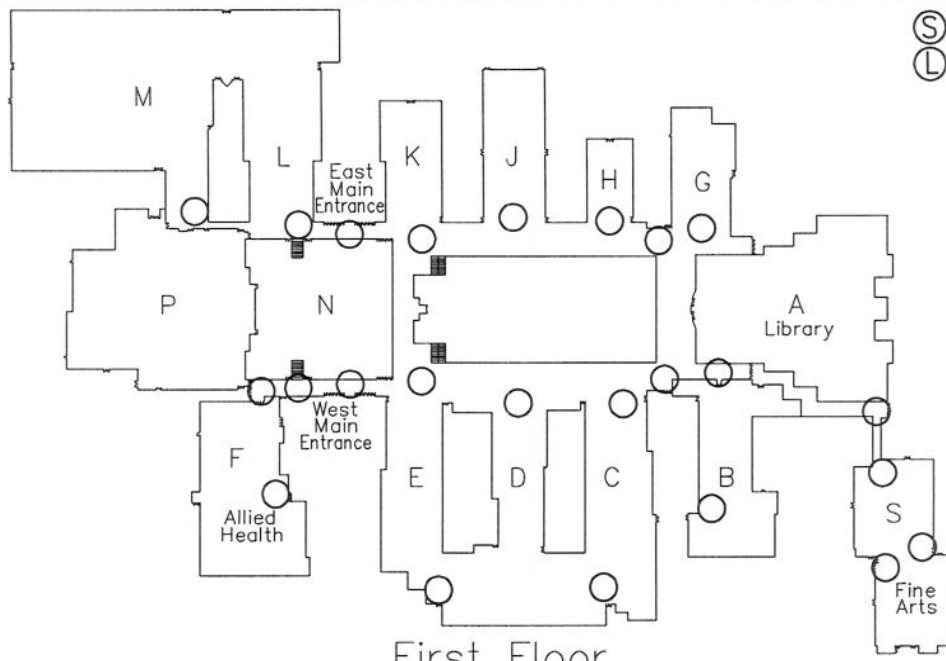
SIGN STAND PLACEMENT GUIDELINES

- Minimum 2-day notice to Facilities Management (P025) regarding the placement of sign stands.
- Requestor is responsible for placement of sign inserts in sign stands.
- Complete the floor layout plan for sign placement by printing an "L" for a large size sign and/or "S" for a small size sign stand in the circles provided.
- Make copies of these documents, if needed, for your own future reference.

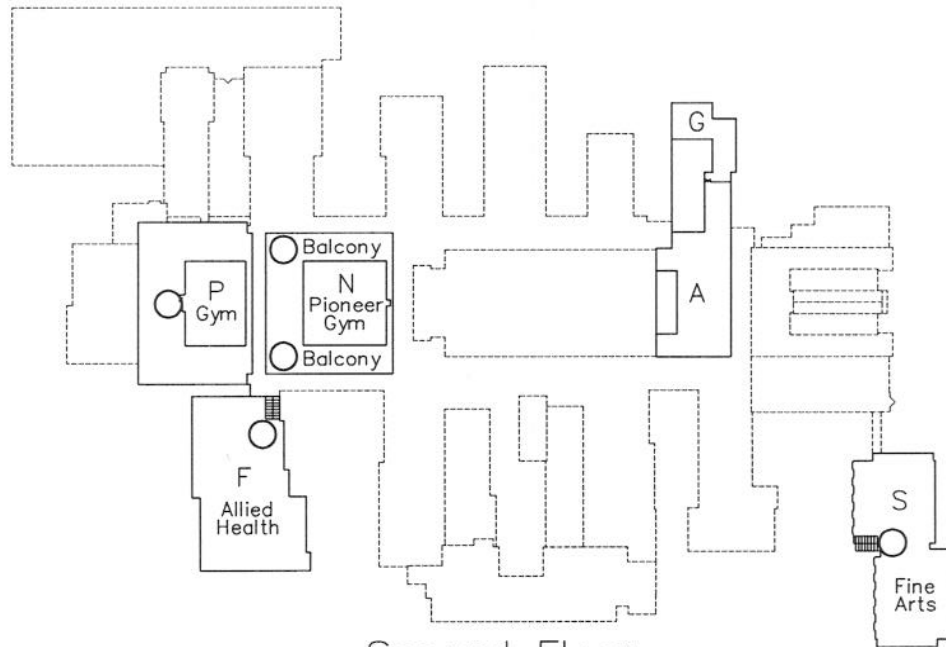
Signature

Date

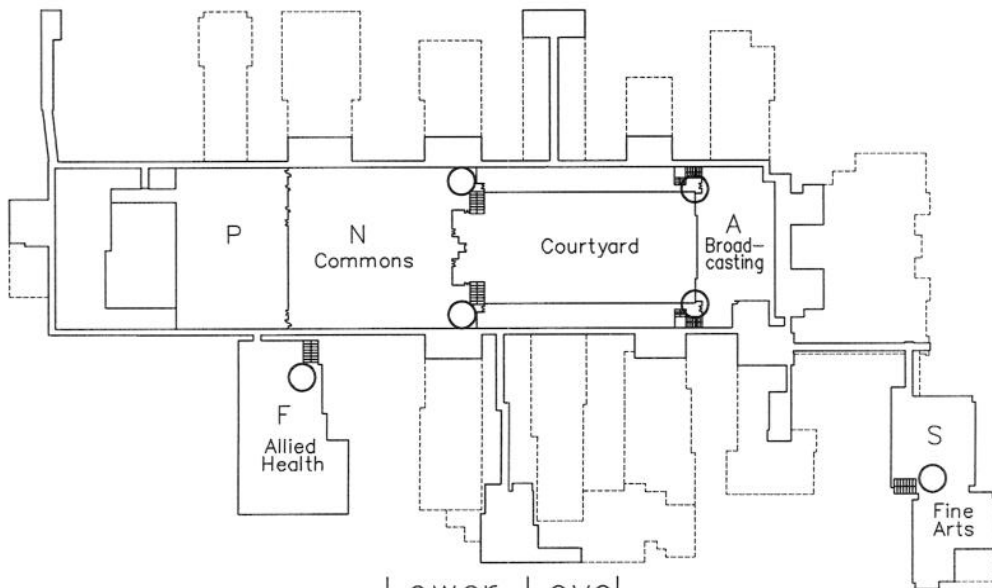
Ⓢ = Small (8.5 X 11)
Ⓛ = Large (11 X 17)



First Floor



Second Floor



Lower Level