

# SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

## LED Sign Use Request on Campus

Signs are to be used for events with campus parking only. For other uses, a waiver may be granted by Parking Services. Appeals may be directed to Parking Services, Box 1044.

Date of Request: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Requested Department/Group/School: \_\_\_\_\_

Account Title/Budget Purpose Number: \_\_\_\_\_ Signature of Fiscal Officer: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date(s) and Time(s): \_\_\_\_\_

Requested Location(s):

North University Drive (8x4)

Lot A – Circle Drive (6x3)

South University Drive (8x4)

Lot E – Circle Drive (6x3)

Lot B – Circle Drive (8x4)

Lot F – Circle Drive (6x3)

Portable LED Sign(s): \_\_\_\_\_

Plain Text:

Design for 25 characters per line for permanent signs, 11 characters per line for portable signs. 3 lines per sign

Requested Language: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advanced Graphics:

Design 1152x576 pixels for 8x4 signs, 864x432 pixels for 6x3 signs. **Do Not use White Background**

Attach requested graphic to this request.

Cost:

\$75 per location for ticketed University events, \$100 per location for any non-University event.

Additional Information or Requests:

\_\_\_\_\_

**Request Forms must be submitted AT LEAST One (1) WEEK IN ADVANCE to [parking@siue.edu](mailto:parking@siue.edu) or faxed to - 618/650-3673**

**Questions may be directed to Parking Services at 618/650-3680.**

PARKING SERVICES ONLY:

Approved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Amount to be billed: \_\_\_\_\_