

Light Pole Banner Request Form

Please review the *Light Pole Banner Guidelines* prior to completing this form.

Requestor Name: _____ **Department:** _____

Phone Number: _____ **Email:** _____

Sponsoring Unit (college, department, unit): _____

Name and title of administrator from sponsoring unit approving content of banner:

Purpose for banner(s): _____

Requested installation date: _____ **Removal date:** _____

Number of banners to be installed: _____

Location of light poles: Please see location map. Each light pole has a number – either on a white band approximately 3’ above the base or on a vertical strip approximately 7’ above the base. Note the numbers of the light poles you are requesting on the line below.

Submit a full-color proof of proposed banner design along with this completed form to identity@admin.ufl.edu.

For UF Communications and PPD use only: _____

Date request received by UF Communications: _____ **Date design approved:** _____

Date locations and duration approved: _____

Signature:

Name and title:

Please note: Once the request is approved, it is still the requester’s responsibility to order the banners and place a work order through Physical Plant Division to arrange installation by the requested date. Please include a copy of this form. Please contact UF Communications at identity@admin.ufl.edu or 352-846-3903 for questions or additional information.