**Florida SouthWestern State College**

**CAMPUS SIGNAGE REQUEST**

**Requested by:** **Ext:** **Date:**

Campus:**[ ]** Lee: Bldg. /Rm. **[ ]** Hendry Glades: Bldg./Rm.

**[ ]** Collier: Bldg. /Rm.

***The dimensions are for the gray sign insert in the lower section of the wall signs***

Sign Insert: [ ]  2” X 8”

 [ ]  4” X 8”

Sign Holder: [ ]  Is installed

 [ ]  Needs to be ordered or installed

 [ ]  6 ¼” X 8 ¾” [ ]  Wall Mount [ ]  Magnetic (Cubicle)

 [ ]  4 ¼” X 8 ¾” [ ]  On Window

**ADDITIONAL INFORMATION:**

**Please Note:**

* The 2” X 8” sign insert normally has 2 lines of text, but can have a maximum of 3 lines of text, but the bottom two lines will have a smaller font size.
* The 4” X 8” sign inserts can have from 1 to 4 lines of standard size text. More lines can be used, but the rows will have a smaller font size, depending on the amount of information that needs to be included.
* Other sign sizes are available. Call ext. 1259 or 1414, with any questions.

**Requested Text: (*Please type or print)***

***(2” X 8” / Type A sign)***

**Row 1:**

**Row 2:**

**Row 3:**

***(4” X 8” Type B sign)***

**Row 1:**

**Row 2:**

**Row 3:**

**Row 4:**

***Please complete this form and return to me via email and also, please submit a Work Order to Facilities. Thank you.***