

WAYFINDING AND EVENT SIGN ORDER FORM

Please fill in the information below. If you need multiple signs, please include up to five copy variations on one form. We will limit one form to five or less signs in order to minimize any confusion and ensure signs are printed correctly. **Email completed form, along with a requisition, to duplicating@csuohio.edu.**

Note: Ordered signs are meant to be used for temporary wayfinding and event signs. Permanent sign solutions should be handled by the Architect's Office.

WHAT EVENT IS YOUR SIGN FOR?

SIGN ORIENTATION, SIZE AND QUANTITY:

Please write in the quantity needed for each sign next to your desired orientation and size. Please use the Special Instructions section for additional clarification as needed.

Portrait (vertical)

8.5 x 11"

11 x 17"

18 x 24"

22 x 28"

24 x 36"

Landscape (horizontal)

11 x 8.5"

17 x 11"

24 x 18"

36 x 24"

PAPER TYPE:

Duplicating can offer suggestions, as long as they know how you intend to display the sign.

Paper, for table sign insert

Foam core

Foam core with cardboard easel stand attached (for propping up sign on a table)

Laminated paper (for use with an A-Frame for outdoors)

Contact Duplicating for anything not listed here.

HOW WILL THE SIGN(S) BE DISPLAYED?

Inside table-top insert

Propped on a table

Easel

Other

A-frame (sandwich board)

Taped to a wall

Hang from the ceiling

DOUBLE-SIDED?

Contact duplicating for more information.

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CONTINUED

COPY:

Provide the exact message for the sign. Include any needed arrows in parenthesis. For example: CAMPUS FAIR THIS WAY (left arrow). If you have multiple signs with different copy, please list out separately (Sign 1, Sign 2, etc)

SPECIAL INSTRUCTIONS:

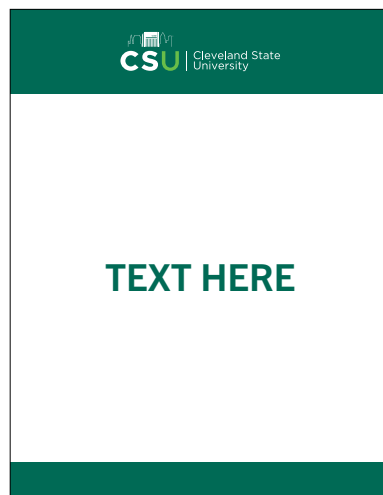
Please include any instructions that clarify your request or intended copy, such as needing multiple sizes with varying quantities.

DESIGN:

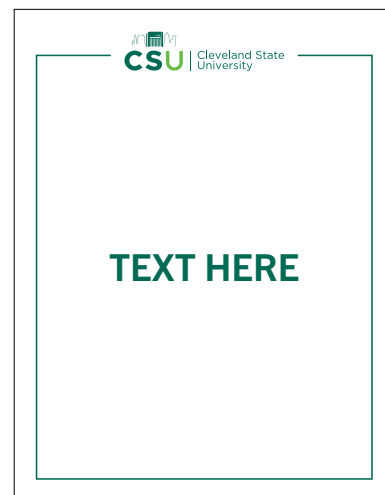
Choose from one of the below templates.



VERSION 1 (IN PORTRAIT VIEW)



VERSION 2 (IN PORTRAIT VIEW)



VERSION 3 (IN PORTRAIT VIEW)