

Lewis & Clark Temporary Signage Order Form

CUSTOMER & EVENT INFORMATION

Organization/Sponsor: _____

Address: _____

Phone #: _____ Fax #: _____

Event: _____ Date of Event: _____

PAYMENT INFORMATION

Cost of Signs

\$8 per sign, for members of the Lewis & Clark Community

\$10 per sign, for non-Lewis & Clark clients

Method of Payment (for Lewis & Clark College Community)

Department/Group Title: _____

Account Number: _____

Method of Payment (for non-Lewis & Clark clients)

Order will be included in the final bill for your event.

ORDER DEADLINE

Signage requests must be received at the Office of Conferences & Events **at least three (3) weeks** prior to your event date. Order completion is not guaranteed if requests are received less than two (2) weeks prior to the event date.

ORDER BY MAIL

Office of Conferences & Events
Lewis & Clark College, MSC 105
Portland, OR 97219

ORDER BY FAX

(503) 768-7106

ORDERING INSTRUCTIONS

Placement of Signs

For a map of Lewis & Clark, go to <http://www.lclark.edu/GENERAL/MAPS>.

Mark on the Lewis & Clark map where you wish to have the signs posted and ***include the map with this signage order.***

Posting & Removal of Signs

Signs will be delivered to Campus Safety for posting. Campus Safety officers will ***only*** post and remove signs along campus roadways and entrances to campus. ***Clients are responsible for posting and removing internal signs posted along walkways.*** At your request, Campus Safety will hold your signs for your retrieval, up to three (3) business days after your event. If you opt not to pick-up your signs within three (3) business days, the signs will be recycled.

Signage Text Use as few words as possible & include directional arrows. Maximum = 3 lines of text	Size / Layout Orientation (circle choice)	Quantity
	24" wide x 18" high (horizontal sign posted by Campus Safety on a barricade) 18" wide x 24" high (vertical sign posted by client on a provided metal stake)	
	24" wide x 18" high 18" wide x 24" high	
	24" wide x 18" high 18" wide x 24" high	
	24" wide x 18" high 18" wide x 24" high	

Total # of Signs Ordered: _____

Total Cost: \$ _____

On the back side of this form mark the Lewis & Clark map indicating where you wish to have the signs posted, and include your map with this sign order.