

Tennessee State University

Facilities Management

Signage Request Form

Facilities Management oversees fabrication and installation of campus signage. This effort is necessary to ensure that the project meets all State and Federal codes and T.S.U. standards for signs. Types of signs requiring approval include, but are not limited to all interior signs for buildings, directories, room numbers, ADA signage, departmental, exterior building signage, campus directional, specialty signs, and event signage.

Please allow four to six weeks for permanent sign fabrication and installation. Provide all relevant details by filling out a work request form and Signage Request Form. We will contact you within 5 business days with any questions, or for confirmation that your sign is in our production queue.

Creation of Graphics will take approximately two to five business days. Please provide your own graphics in PDF, TIFF, EPS or original software.

PLEASE identify your FOAP / Account / funds on the form. It's important that your approving authority identifies funding before we invest university labor and materials.

Requestor Name: _____ Phone Ext.: _____

Department Name: _____ Building Name: _____

Room Number(s) _____ FOAP / ACCOUNT # for funding: _____

Department Dean/Director: _____

Proposed Sign Location(s): _____

Number of signs: _____ Material: (Wood, Metal, Plastic, other.) _____

Size of Sign(s) (Example: 18" X 24" X 2", (Width X Height X Thickness) _____

Background Color _____ Type Color _____

Border (yes/no): _____ Date Needed (Event Date) _____

Mounting (Wall, Door, Other): _____ Location (Room, Wall, Other): _____

Circle the type of sign requested:

Parking Room Numbers Traffic / Directional Department Name Banner
Exterior Event (one time) Event (to be saved / re-used)

Other – Describe (Please Type) _____

Provide the verbiage you want to be printed on the sign(s) you are requesting. If you need more space, attach a typed sheet of paper to this signage request form indicating what you want printed on each sign(s). Include the location where the sign is installed so Facilities will know where to install the sign(s). Send this completed form and typed sheet of paper (if required) to Facilities Management. Upon receipt of this form a work order will be issued for completion of your request.

Note: Signage requests must be typed; handwritten requests will not be processed. If a sign must be "remade" due to requesting departmental errors there will be an additional costs for the rework.

**Please Send Request form to:
Facilities Management 615-963-5671
For specific questions about signs call Hilliary Parks 615-963-7751**