

**University of Nebraska at Omaha
Temporary Campus Signage Request**

This policy is designed to assist you in promoting your organization's or campus event by using temporary signs on campus. Approval of your request will be based on factors such as number of other requests received and other campus events occurring at the same time. A copy of this request must be submitted to the Director of the Milo Bail Student Center seven (7) working days prior to the event. You will be notified if your request is approved within four (4) working days of the receipt of the request.

An organization can have a maximum of three (3) above-ground, non-electric, professionally printed signs at designated locations. Sign holders are available in the Administrative Office of the Milo Bail Student Center. The dimensions for the insert to be placed in the sign holders are 20" high x 28" wide (landscape). Signs must be received 48 hours prior to your event. Signs will be placed and picked up by UNO Facilities Department. Signs must not block passageways, obstruct any building, or otherwise unreasonably distract or interfere with members of the university community in carrying out normal business. Temporary signs are intended to be used only on the day of the event.

Requester's Name: _____ Phone: _____
Organization: _____
Requester's Address: _____
Purpose of Signage: _____
Date of Request: _____ Date Desired to Post: _____
Requester's Signature _____

Location of each sign:

1. _____
2. _____
3. _____

Wording on each sign:

1. _____
2. _____
3. _____

Milo Bail Student Center Director _____ Date Approved _____

Please submit your request to the Administrative Offices – 2nd Floor, Milo Bail Student Center. If you have questions, please call 554-2383.