

University Center Electronic Sign Request Form

Requested by: _____

Phone #: _____

Date Requested: _____

Event Date: _____

Display Date Up: _____

Accommodating preferred date will depend upon number of requests received.

Display Date Down: _____

Maximum display time of 1 week.

A frame is comprised of two lines of 14 regular characters (including spaces) or 10 boldface character (including spaces). We recommend limiting messages to a maximum of four frames or they become too difficult to read. Please enter your message below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Frame 1 Line 1														
Frame 1 Line 2														
Frame 2 Line 1														
Frame 2 Line 2														
Frame 3 Line 1														
Frame 3 Line 2														
Frame 4 Line 1														
Frame 4 Line 2														

I have my own image: Please submit image to ShanaBeisiegel@ferris.edu after completing and submitting this form.

Things to keep in mind: **Format:** PNG/JPEG **Resolution:** 1920 x 1080 **Color Profile:** RGB

Maximum Document Size: 20" x 11.25"

To ensure there is no loss of image quality, please make sure the image is large enough for us to use. If you are not sure, or cannot supply us with a quality image, we will do our best to accommodate your request.

Any changes to the message after it has been put up will cost the sponsoring organization/department \$5.00 per change to offset the labor costs. Due to space limitations, please be aware that all requests may not be granted.