



STAKE SIGN REQUEST

Please submit this completed form to SAMSA (Hughes-Trigg Student Center Suite 300) at least 3 business days prior to the event.

Event/Promotion Name: _____

Event Dates: _____ Event Start Time: _____ End: _____

Sponsoring Organization: _____

Requestor: _____

Phone #: _____ Email: _____

Dates Signs Will Be Out: _____ (7 days maximum)

Check Requested Area(s) For Signs:

Number of Signs Requested: _____ (20 maximum)

Zone 1 – (Allows for 10 stake signs)

Zone 2 – (Allows for 5 stake signs) *(Refer to map to locate Zone Areas)*

Zone 3 – (Allows for 5 stake signs)

- Stake signs should represent the best of SMU and your organization – no inappropriate language or images will be allowed.
- Signs must be laminated, attached with roofer nails, and no larger than 11x17.
- Signs may not be posted on the following University Park streets: Airline, Daniel, Hillcrest, SMU Boulevard, Mockingbird, University, McFarlin, Dyer and Dublin.
- Signs must be located at least 20 feet from any existing building.
- Signs must allow reasonable access, and may not constrain access to campus facilities or unreasonably inconvenience members of the SMU community.
- Signs are to be placed in grass areas only. No signs allowed in or around flowerbeds.
- Please recycle any unwanted, used, or broken stakes in the SAMSA Sign Room.
- You are responsible for picking up your stake signs immediately upon conclusion of the event.

Approved: YES <input type="checkbox"/> NO <input type="checkbox"/>	SAMSA Authorized Signature: _____	Date: _____
--	-----------------------------------	-------------