



Victoria Carlisle
Sponsorship Manager

Signage Request Form

PLEASE FILL OUT THIS FORM IN ITS ENTIRETY AND RETURN TO THE SPONSORSHIP OFFICE

Committee _____

Contact Person _____

Contact Person Phone # and email address _____

Date Needed _____

Size Specification _____

Materials - Please be specific (example - vinyl banner, coroplast, wood, other)

Color _____

Quantity _____

How will this be displayed (please be specific) _____

Delivery Location or Pick Up _____

Additional Comments or Notes

(please provide necessary layout requests and/or visual aids for accuracy, see page 2)

Due Date – Please submit all signage request to sponsorintern@carodeo.com and Victoria Carlisle vcarlisle@carodeo.com by **Thursday, June 1st - Subject Line – Signage Request form (insert committee name)**



Victoria Carlisle
Sponsorship Manager

Additional Notes or Visual Aides