



UMD Digital Signage Approval Form

This approval form is to demonstrate review and approval of a new digital sign before it is installed. It should demonstrate compliance with the policy on [Use of Digital Signage](#).

Before requesting that a digital sign be installed for your unit, please print this document, complete the information requested, obtain signatures for consultation and approval, and **send a copy of the completely signed form to Facilities Management**. Facilities Management must have this completed form before implementation may begin.

Location of Sign (attach diagram):

Purpose of Sign:

Exceptions to Policy, if any:

Signatures:

- **Requesting Department Representative** (print name): _____

Signature: _____ Date: _____

- **ITSS Consultant** (print name): _____

Signature: _____ Date: _____

- **FM Consultant** (print name): _____

Signature: _____ Date: _____

- **Dean or Unit Head** (print name): _____

Signature: _____ Date: _____

- **Vice Chancellor or Chancellor** (print name): _____

Signature: _____ Date: _____