



Outdoor Directional Signage Information

FMS will instruct you where the signs should be placed based on the parking lot and/or building selected for your event.

Signage Instructions:

- You are responsible for creating the signs
- Prior to dropping signs off at FMS Building 99, label the signs with the following information:
 - Name
 - Phone Number
 - Reservation Number
 - Date of Reservation
- Include the date and time the signs need to be placed and the date and time the signs can be removed
- It is recommended to print signs on “Stay Flat Vinyl” material
- Signs must be 17” high by 22” wide, landscape format
- Include the name of your event (text should be approximately 3” high, if space allows)
- Include the appropriate directional arrows – event coordinator will send this information once they know what lot has been requested
- Signs need to be delivered to FMS Building 99, located on the corner of John Street & Wiltsie Drive at least 48 hours prior to your event
 - Open Monday through Friday between 8:00 AM and 4:30 PM
- FMS will return the signs after your event when scheduling allows, or signs can be picked up, but a meeting request with your event coordinator is recommended

If you have any questions, please email your event coordinator at fmsevent@rit.edu.