

William J. Hughes Technical Center

DIGITAL SIGNAGE

Request Form

<p>• Submit content electronically a minimum of five (5) business days</p> <p>PLEASE</p> <p>• Complete all required fields (designated with an asterisk *).</p> <p>• If a field is not applicable, enter "N/A" in the field.</p> <p>• Upon completion, the Requestor's FAA Manager or COR</p>		<p align="right">Work Request #</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p align="right">office use only</p>
<p>>> PLEASE EMAIL THIS REQUEST FORM TO 9-ACT-DIGITALSIGNAGE <<</p>		
<p>REQUESTOR INFORMATION</p>		<p align="right">Form Version: 1</p>
*Last Name:	*First Name:	
*Phone Number:	*Email:	
*FAA Org: (ANG***)	Company: <small>(if contractor)</small>	
<p>ANNOUNCEMENT DETAILS</p>		
*Type/Title of Event:		
*Start Date:	*End Date:	
Event Time(s):	Location of Event:	
<p>Preferred Display Location:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> All</div> <div style="width: 33%;"><input type="checkbox"/> Director Suite</div> <div style="width: 33%;"><input type="checkbox"/> 316 Atrium</div> <div style="width: 33%;"><input type="checkbox"/> 210 Entrance</div> <div style="width: 33%;"><input type="checkbox"/> Atrium</div> <div style="width: 33%;"><input type="checkbox"/> Hangar</div> <div style="width: 33%;"><input type="checkbox"/> 316 Hallway</div> <div style="width: 33%;"><input type="checkbox"/> 270 Entrance</div> <div style="width: 33%;"><input type="checkbox"/> Elevators</div> <div style="width: 33%;"><input type="checkbox"/> SOC Lobby</div> <div style="width: 33%;"><input type="checkbox"/> 28 Lobby</div> <div style="width: 33%;"><input type="checkbox"/> 275 Office Area</div> <div style="width: 33%;"><input type="checkbox"/> Cafeteria</div> <div style="width: 33%;"><input type="checkbox"/> TSF Entrance</div> <div style="width: 33%;"><input type="checkbox"/> 201 Main Corridor</div> <div style="width: 33%;"><input type="checkbox"/> 296 Lobby</div> </div>		
Images and/or Artwork:		
Website Reference(s):		
<p>*MESSAGE TO BE DISPLAYED</p> <div style="height: 80px;"></div>		
<p>*APPROVAL – Manager or COR (Contractor)</p>		
Signature:	Phone:	Date:
Print Name:	Title:	
<p align="center">TO BE COMPLETED BY IMAGING TECHNOLOGIES STAFF:</p>		
Work Completed By:	Labor Hours:	Date Completed:
File Name and Location:		