

# SIGNAGE + GRAPHICS REQUEST FORM

## CONTACT INFORMATION:

DATE: \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY/DIVISION \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_

## REQUEST FOR:

- |  |  |
|--|--|
| <input type="checkbox"/> BROCHURE/PAMPHLET | <input type="checkbox"/> POSTCARD          |
| <input type="checkbox"/> GRAPHICS          | <input type="checkbox"/> SIGN MODIFICATION |
| <input type="checkbox"/> LOGO              | <input type="checkbox"/> REGULATORY/SAFETY |
| <input type="checkbox"/> NEW SIGNAGE       | <input type="checkbox"/> OTHER _____       |

NAME OF REQUEST: \_\_\_\_\_

PLEASE PROVIDE SPECIFIC DETAILS OF ALL COMPONENTS OF THE REQUEST.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED DATE NEEDED: \_\_\_\_\_

\_\_\_\_\_  
**DIVISION HEAD APPROVAL** **DATE**

## LIST OF ACCEPTABLE ATTACHMENTS:

READABLE PDF FILES, PHOTOS, RENDERINGS & DRAWINGS.  
FILES MUST BE ≤ 10 MB OR UPLOADED TO A BOX ACCOUNT.

**FOR INTERNAL USE ONLY:**

PROJECT ASSIGNED BY: \_\_\_\_\_ DATE ASSIGNED: \_\_\_\_\_

GRAPHIC DESIGNER: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

REVISION 1/DATE: \_\_\_\_\_ REVISION 2/DATE: \_\_\_\_\_ REVISION 3/DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

PLEASE EMAIL COMPLETED FORM TO:  
[LAWASignRequest@lawa.org](mailto:LAWASignRequest@lawa.org)

## LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS \_\_\_\_\_

CHECK ALL THAT APPLY:

- LAX  VNY  OTHER \_\_\_\_\_

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> APRON          | <input type="checkbox"/> ROADWAY |
| <input type="checkbox"/> CARGO FACILITY | <input type="checkbox"/> OTHER   |
| <input type="checkbox"/> PARKING        | _____                            |

## TERMINALS:

\_\_\_\_\_  
\_\_\_\_\_

- INFRASTRUCTURE/CUP  
 OTHER \_\_\_\_\_

## IMPACTS:

PLEASE CHECK ALL THAT APPLY.

### SIGNAGE TYPE:

- AOA  
 DIGITAL DIRECTORY  
 FIDS/GIDS/BIDS/ETC  
 INFORMATIONAL  
 MAPS  
 REGULATORY  
 TEMPORARY  
 WAYFINDING  
 OTHER \_\_\_\_\_

### SIGNAGE:

- DYNAMIC  
 EXTERIOR  
 INTERIOR  
 STATIC  
 OTHER \_\_\_\_\_