

**SUFFOLK COMMUNITY COLLEGE
MEDIA PRODUCTION DEPARTMENT
PUBLIC SPACE DISPLAY SERVICES REQUEST FORM**

(Please note: personal office decorating is not supported.)

NAME _____ DATE _____

PHONE _____ EMAIL _____

DEPARTMENT _____ CAMPUS _____

PROJECT TITLE _____

DATE DESIRED _____ (production timeline will be provided upon approval)

LOCATION: Building _____ Room _____ Other _____

BRIEF DESCRIPTION OF DISPLAY:

(department use only)

SUPPLIES NEEDED: (frames, poster board, paper, canvas, stretchers, security devices)

ESTIMATED COST: Materials _____

ESTIMATED HOURS: Photo shoot _____ Post-production _____

<p>APPROVAL</p> <p>Media Department _____</p> <p>Date: _____</p>
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Please note: final displays are installed by the Plant Maintenance Department. Contact your building administrator to request that a work order be submitted for installation.

Inter-office mail this form to Gayle Sheridan (Sagtikos 152) or fax to 631 851 6509 attention Gayle Sheridan. If you have any further questions please call me at 631 851 6560.