**Event Signs**

Title or Lead in: Susan and Robert Host invite you to attend

**OR**

WELCOME

Main Message or Title: SHORT, CATCHY, ACTIVE EVENT TITLE

**OR**

WELCOME

Additional Info: A Little Explanatory Text, Only if Needed

Arrow: **choose ONLY if you are making directional signs**

Logo: **Select UW Medicine, or appropriate department or division logo**

**Please remember when you order, no one will stop the job for errors.**

**Make sure you send your copy to Comms for review and your PDF proof before ordering.**

**You are approving the job when you press order.**

**Information you need for ordering**

Shipping Shipment type: Campus Mail or Will Call (select location).

Address: this is *your* address and information, you can save it to your address book.

(You can add another recipient and save it to your address book.)

Payment Budget Number: 66-5016 events

 (Or another departments budget number if appropriate.)

Finish Review all your information: Order Number, Order Date and Due Date,
Shipment Address, Budget Number, Total Costs

**Print out the Finish Screen and share the cost and order number with your events contact.**

**Put the cost into your event spreadsheet.**