



# Design Layout, Printing and Hanging Approval

## TERMS & CONDITION IN REQUEST SUBMISSION:

- Design Lay-out, Printing and Hanging Approval Form needs to be submitted to check if the requestor met the design, lay-out and measurement requirements in accordance with the University's visual identity.
- Requesting Department's **REFERENCE NUMBER** is a must.
- **Request Form & Design Lay-out Submission is thru E-mail ONLY (request-urm@ksau-hs.edu.sa)**
- Standard Dimension for Fence Banner (10m x 1.5m); Directional Signs (1.5m x 2m).
- Once approved, a copy of this form will be endorsed to the requestor to be attached to their Printing Request Form.
- As soon as the material is ready from the Digital Printing Press, the same form should be sent to the Technical Affairs for Hanging Approval. Moreover, an approval with the Security & Safety Department is needed should the hanging be done before or after working hours.

<b>Requesting Dept. Reference #:</b> _____		<b>Date Prepared:</b> _____	
<b>Requestor Name:</b> _____	<b>Position:</b> _____	<b>Badge:</b> _____	
<b>Department:</b> _____	<b>Extension:</b> _____	<b>Mail Code:</b> _____	
<b>Department E-Mail:</b> _____		<b>Date Required:</b> _____	
<b>DEPARTMENT HEAD APPROVAL</b>			
<b>Name:</b> _____		<b>Signature:</b> _____	
<b>Position:</b> _____		<b>Date Signed:</b> _____	

**JUSTIFICATION:** *(Write a brief description, including event dates, text, content, theme, etc.)*

**UNIVERSITY RELATIONS & MEDIA AFFAIRS USE ONLY:**

<u>TASK / DESCRIPTION</u>				<u>REMARKS</u>	
Design / Lay-out	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	_____
Measurement: Fence Banner (10m x 1.5m)	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	_____
Directional Sign (1.5m x 2m)	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	_____

**FINAL RECOMMENDATION:**

**UR&MA ENDORSEMENT TO DIGITAL PRINTING PRESS:**

Approved       Disapproved:

**DEPARTMENT HEAD APPROVAL:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BEFORE OR AFTER OFFICE HANGING APPROVAL (SECURITY & SAFETY USE ONLY):**

Approved       Disapproved:

**DEPARTMENT HEAD APPROVAL:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HANGING APPROVAL (TECHNICAL AFFAIRS USE ONLY):**

Approved       Disapproved:

**DEPARTMENT HEAD APPROVAL:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_