



The Universities

AT SHADY GROVE

LED Garage Sign Request

USG Procedure | Approved October 2017

I. Purpose and Applicability

This procedure outlines how to request to have a message designed for the LED Garage Sign.

II. Procedure

- A. All requests for the creation of messaging and design for the LED Sign should be submitted through USG's [Infonet](#) using the LED Sign Request Form. To access this form, you will need to do the following:
 - a. Log in to the Marketing page on the USG [Infonet](#).
 - b. Scroll to the "Get Started" section at the bottom of the page and click on the LED Sign Request Form.
 - c. Click on "+ Add new item"
 - d. Fill in the required fields and click "Submit."
- B. The Marketing and Communications Department will review your request and reach out to you for additional details and coordination.