



# Digital Signage Request Form

## Introduction

This form is used to request digital signage to be displayed on monitors throughout USDA facilities in the South (SB), Whitten (WB) and Patriot Plaza III (PP3) buildings located in the Washington D.C. area. This is an electronic form and, when completed, should be emailed to the [Point of Contact](#) (POC) for your agency or staff office. For more information on digital signage and associated guidelines, see the [Digital Signage SOP](#). Questions should be directed to the [Digital Signage Team](#).

## About the Requester


## About the Message

<b>Message Title:</b>	
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<b>Type of Content:</b>	<a href="#">Select content type</a>
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Note: If your content is contained in a separate file, be sure to include it as an attachment when you submit this form.

<b>Number of Documents:</b>	
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## Where should it be displayed?

<input type="checkbox"/> SB – 27 monitors	<input type="checkbox"/> WB – 3 monitors	<input type="checkbox"/> PP3 – 7 monitors
<input type="checkbox"/> SB/WB Cafeteria (Reserved for OO) – 2 monitors	<input type="checkbox"/> WB Directory (Reserved for OSEC) – 2 monitors	
<input type="checkbox"/> SB Agency Owned Monitor(s): <a href="#">Specify Agency</a>	<input type="checkbox"/> WB 410A Franklin STE (Reserved for OSEC) – 2 monitors	
	<input type="checkbox"/> WB 309A Lincoln STE (Reserved for OSEC) – 1 monitor	

## When should it be displayed?

<b>Start Date:</b>	<b>Start Time:</b>	<b>Stop Date:</b>	<b>Stop Time:</b>
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*Note: All signage will be canceled automatically after 30 days unless the requester specifically requests that it remain in place for a longer period.*

## Authorization

To be completed by POC

POC Name:	POC Phone Number:
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POC should forward the completed form to the [Digital Signage Team](#).