

OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION and TOURISM

INTRAAGENCY CORRESPONDENCE

FIELD MEMORANDUM #2015-002

TO: All site Managers

RE: Procedure for requesting OSP signs

DATE: September 14, 2015

OSP created the Sign Shop to standardize the look of all signs on OSP sites. That shop is located in Natchitoches at the DST4 office. The Sign shop produces signs from 4 x 8 sheets of plastic laminate that cost over \$200 per sheet. Due to the expense, and to avoid waste, the following procedures must be followed.

Sizes: Signs can be any size up to 24" tall x 48" wide. This is due to the size limit of the routing machine. If you require a larger format, you must design your sign to fit multiple boards.

Fonts: The software restricts us to very simple fonts. All letter sizes must be between 2" – 4" high. We will try to fit the sign wording into the format you request but we may need to adjust due to size of font or number of letters + spaces in each line.

Colors: Signs are restricted to three (3) different colors; red, brown, and green. The lettering will always be white. The colors will designate the type of sign required.

- Red = Warning signs (Stop, Do No Enter, etc.)
- Brown = Informational signs (Gift Shop, Nature Center, etc.)
- Green = Directional signs (Parking ->, Trailhead <-, etc.)

Procedure for ordering signs

Email DST4 Maintenance Superintendent Jeremy McRae district4_maintsupt@crt.la.gov
and copy DST4 Regional Manager Rick Seale district4_dm@crt.la.gov with your request.

All sign requests must include:

- type of sign and color
- the number of signs you require
- size of sign (within limits as above)
- font size must be 2" minimum to 4" maximum height
- exact wording of sign
- a picture, drawing, layout of the sign as you want it to appear

We will do our best to accommodate your requests, however we will produce exactly what you submit so be sure you have your wording and layout correct.

Prior to actual production, we will send you a quick proof, by fax, email, or text photo (if you provide cell phone number). We will not proceed until that proof is approved.

Remember, our production staff is very limited. It may take a while to produce your order. If you have an emergency need please contact us first. Otherwise, it will be first come first served.

When signs are ready, you will be notified. You should be prepared to come to DST4 office to pick up your signs. We cannot promise to deliver.

Also, the sign shop will no longer provide sign posts. You can easily buy 4x4 posts at your local lumber outlet.

Approved:



Dwight Landreneau, Assistant Secretary