

## Campus Sign Policy

1. Requesting party must check with Facilities Management (x1408) on the availability of sign holders for an event. He or she must schedule with Facilities Management on the number of sign holders needed.
2. Requesting party orders signs from Copy Services:
  - a. Be sure to note exact number needed, ink, and paper selection on Copy Request Form found online under Copy Services. Recommended size is 17" x 22".
  - b. Make one original for each sign needed.
  - c. **Important - originals must be landscape format to fit A-frame sign holders.**
  - d. **Originals must be in color desired.**
  - e. A-frame directional signage template is available in T Drive, Staff, Duplicating, shankb, public.
  - f. 24 to 48 hours notice is suggested.
  - g. Laminating is suggested.
3. Requesting party picks up the following from Facilities Management:
  - a. Sign holders and tape
  - b. **Key - if using the permanent sign holders.**
    1. There are three permanent sign holders on campus. Call x1408 for info on ordering permanent signage.
4. Requesting party places signs.
5. Requesting party retrieves signs after event and returns signs to Facilities Management.

A-frame sign holders measure: 18" x 24"

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Link to: [Copy Services Request form](#)