



Elizabethtown College

Campus Sign Policy



A-frame “directional” sign holders (size 18” x 24”) are available at Facilities Management by contacting 717.361.1408 weekdays between 7am-4pm. Please call to confirm availability of the signs.

Departments or student groups requesting sign holders must follow these procedures:

- 1) Order ***laminated signs*** through Print Services: [Elizabethtown College -Print Services](#)
- 2) Following are guidelines to assist you in creating signs for your event:
 - a. Original signs must be landscape format to fit A-frame sign holders;
 - b. Recommended sign size is 17” x 22”;
 - c. Recommended font color is black;
 - d. Recommended large font and keep directional language simple;
 - e. Be sure to order the correct number of signs;
 - f. Forty-eight (48) hours must be provided to Print Services to create signs;
 - g. A sign template is available in: T Drive/Faculty and Staff By Dept/Copy Services/Shankb/Public/Campus Sign Procedures and Template/Sign Template.
- 3) Pick up sign holders from Facilities Management and using the tape provided by Facilities Management, place a small amount of tape to secure the sign to the sign holder.
- 4) You must place directional signs on campus, being careful not to block driveways or sidewalks. When placing the directional signs, please consider the guest trying to locate a specific building on campus who is unfamiliar with campus building locations.
- 5) Following your event, you must collect and return A-frame sign holders (and tape) to the Facilities Management office located in the Brown Building.

Please contact Facilities Management with questions at 717.361.1408 or Print Services at 717.361.1122.