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.