



Elizabethtown College

Campus Sign Policy

Sandwich board “directional” sign holders are available through Special Events and Summer Programs (SESP) by contacting eventscheduling@etown.edu between 8am-4:30pm. Please email to confirm availability of the signs.

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

- Order **laminated signs** through Print Services: [Elizabethtown College – Print Services](#)
- Recommended sign size is **24” x 36”**
- Recommended font color is black
- Recommended large font and keep directional language simple
- Be sure to order the correct number of signs
- Seventy-two (72) hours must be provided to Print Services to create signs

-Pick up sign holders from SESP or schedule a time and location for drop off.

-You must place directional signs on Campus property, being careful not to block driveways or sidewalks. When placing the directional signs, please consider the guest trying to locate the specific building on Campus who is unfamiliar with Campus building locations.

-Following your event, you must collect and return sign holders to the SESP House. If unable to, please schedule a pickup location and time.

Please contact SESP with any questions.