



Guidelines for Designing University Banners, Lawn Signage and Other Temporary Signage

OVERALL

- Graphic content of any signage must adhere to university graphic standards.
- Remember to keep it simple as most of these signs are meant to attract attention of those passing by them. Your sign should be easy to read and the design uncluttered.
- University Relations can assist you in designing your sign. This is an easy way to ensure it meets policy. Please build time for design into your plans.

BANNERS

- Banners should be 4'x8' in size and have grommets in each corner to fit the university's banner poles.
- Graphic content must adhere to university graphic standards.
- Design is displayed on one side only.
- Banners should be printed on durable material, like vinyl, to withstand outdoor elements.
- You may consider having the banner created with wind slits or in a material that allows some wind to pass through.

LAWN SIGNAGE

- Sign panels should not exceed 18" x 24"
- A maximum of 20 signs may be displayed at one time.
- Use of a wire "H" frame or another durable frame is preferred. Wooden sticks, etc. should not be used.
- Create your lawn sign in a durable material such as hard or corrugated plastic to withstand outdoor elements. Paper lawn signs are not permitted.
- Don't forget, per the signage policy, to plan to pick up your signs after the posting period has ended.

OTHER SPECIALTY SIGNAGE

- These include, but are not limited to, sidewalk stickers, vertical banners posted outside buildings, and any other signage not specifically addressed in the signage policy.
- Per policy, these signs must be approved by University Relations and will be considered on a case-by-case basis.
- Remember to build approval and design time into your planning.