

## Temporary Signage Guidelines (Draft)

University student organizations and departments are permitted to use temporary signage to promote university-approved activities and events. Signs should be placed no more than 48 hours before the event or activity and removed immediately following the event's conclusion. Signage not removed within 24 hours will be removed by the Office of the Physical Plant and the department billed for the signage removal. Individual signs must be spaced a minimum of 50 yards apart. "Yard signs" are preferred that are constructed with firm backing and wire stands for easy setting and removal. Lettering and graphics should be neatly and properly displayed. Paper signs are prohibited, unless posted on a designated area (i.e., the kiosk located between Crisp Hall and the Meek Library). The Office of the Physical Plant must approve banners suspended between poles and displayed at ground level for any purpose in advance. University groups are encouraged to use approved avenues to promote events such as the university Web calendar, bulletin boards, sidewalk chalk, the kiosk, the electronic sign, and TV monitors located in campus buildings.