



# Office of Space Utilization & Analysis

## Policy & Procedure #14

**TITLE:** Light Pole Banners

**OBJECTIVE AND PURPOSE:** To maximize the opportunity for displaying light pole banners along FAU frontage at Glades Road, FAU roadways and areas within University property to promote the University and recognize special events/opportunities for community engagement. This policy ensures that proper procedures are in place for the necessary review and approval of banner design, placement and maintenance.

- GUIDELINES AND RESTRICTIONS**
- ◆ The University President’s Senior Staff will have final approval of all banners to be displayed on light poles
  - ◆ Requestor is responsible for the cost of fabrication and installation
  - ◆ A minimum of 60 days is required for the fabrication and installation after final approval of artwork
  - ◆ Banners must be made of vinyl or other approved material
  - ◆ Street light pole banners should be 24” x 60”. Variations must be approved through the Office of Space Utilization and Analysis (OSUA)
  - ◆ Pedestrian light poles banners should be 16” x 36”. Variations must be approved through OSUA
  - ◆ Banners may only be installed on approved light poles
  - ◆ Construction and Installation of all banners for Glades road must be consistent with specifications in the FPL Pole Attachment Agreement for Banners
  - ◆ All banner purchases and installations must be coordinated through OSUA.
  - ◆ The Requestor is responsible for the costs associated with the replacement of damaged banners
  - ◆ All banner purchases must include a minimum of three replacement banners to be used if installed banner gets torn or otherwise damaged

- RESPONSIBILITY:**
- ACTION**
- REQUESTING DEPARTMENT**
- ◆ Submit initial banner request through appropriate Vice President or Provost
  - ◆ All banner requests should include the following information:
    - Purpose of banner campaign including how it relates to the mission of the University
    - Requested timeline for banner campaign – date by which banners need to be erected and duration to remain in place
    - Description of intended design
    - Number of intended banners and proposed locations

	Date Issued: 02/26/2013	Date Revised:	Effective Date: 02/26/2013
APPROVED:	Vice President	Associate V.P.	Director

**VICE PRESIDENT  
(RESPONSIBLE  
AREA)**

- ◆ Review request to determine if banner campaign is appropriate in selected area
- ◆ If appropriate, submit request to Creative Services for design or approval of artwork
- ◆ Present request and preliminary design to Senior Staff and notify requestor if approved or denied

**REQUESTING  
DEPARTMENT**

- ◆ Submit approved artwork to the Office of Space Utilization and Analysis for assistance with coordination of fabrication and installation of banners.

**OFFICE OF  
SPACE  
UTILIZATION &  
ANALYSIS**

- ◆ Upon notification of approved banner campaign, OSUA Coordinator will send approved artwork to vendor to obtain quote for the manufacturing and installing banners
- ◆ Forward vendor quote to the requestor for final approval and account information
- ◆ Review specification of all banner orders and coordinate the installation

**UNIVERSITY  
ARCHITECT &  
VICE PRESIDENT  
FOR FACILITIES  
or DESIGNEE**

- ◆ Coordinate all issues with City representatives as it may pertain to Glades Road banners.