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:

REQUESTING DEPARTMENT

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

ACTION

Date Issued: 02/26/2013  Date Revised:  Effective Date: 02/26/2013

APPROVED:  Vice President  Associate V.P.  Director

Page 1 of 2
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.