

University of Washington Facilities Services

On- and Off-Campus Pole Banners

- SUBJECT:** Policy and Procedures for the Use and Approval of Pole Banners on the University of Washington Campus
- PURPOSE:** Establish rules and regulations for the Use and Approval of Pole Banners on U W Seattle Campus main streets. Define specific expectations for the use of pole banners. Define specific rules for content and appearance of banners and establish the approval process.
- POLICY** Pole Banners may only be used by Campus Units promoting Campus Events and Activities that these same departments are sponsoring. Banners must meet established standards (see standards below) and be approved by the Campus Signage Committee. All banners must be installed and removed by Facilities Services which will charge a unit price per banner.
- REFERENCE:** Grounds Improvement Advisory Committee (Campus Signage Committee)
- APPROVAL PROCESS :** Campus units wanting to use pole banners to promote campus activities and events must submit a "Request for Use of Pole Banner Form" (see attachment) to the Campus Signage Committee. The form must be submitted for approval a minimum of 30 days prior to the requested installation date and have University sponsorship approval (Dean, Director or Chair of Sponsoring Department). The artwork (in exact color) of the proposed banner must be submitted with the request for approval form. The exact location(s) the number of banners and installation and removal dates must also be included with the request.
- Request for use of Pole Banners will be reviewed by the Campus Signage Committee and a decision made within 2 weeks of the submittal. Facilities Services is the only authorized unit for installation and removal of banners. A budget number will be required for charges for this service. The fee for this service is graduated based on the number of banners.

Pole Banner Standards :

- **Banners must be 30" x 60"**
(Banners must be made of durable fabric)
 - Vinyl - 18oz, Screen Printed with UV Outdoor Grade Ink or Using Premium Grade Adhesive Vinyl Lettering and Graphics44
 - Polyester - Printed with Dye Sublimation Ink
 - Nylon – Sewn & Appliqued
 - Nylon – Screen Printed
 - Background must be one color
 - Banners must have top and bottom hems to slip over arms
 - Banners must have top and bottom corner grommets to secure to pole
 - No commercial advertising is allowed
 - Banners should be easy to read from street and printed on both sides
 - Design of banner's intent should be uncomplicated (obvious) which makes it easier to read or understand.
- **Banners may not be displayed for more than 30 days**
- **Cost for Installation & Removal**
 - 1 st Banner \$200.00 (Include mobilization of 2 people and lift truck)
 - \$50.00 for each additional Banner
 - \$200.00 additional if City of Seattle street use permit required.

Information

For further information contact the Campus Signage Committee at 206-221-7819 or 206-685-2809