

University of Washington Facilities Services

Guidelines for Sandwich Board Signs on Campus

- All Sandwich Board Signs must be approved and a permit assigned before they can be placed on campus. **Must allow 1 week's notice per request for permits and sandwich boards.**
- Sandwich Board Signs may only be placed on campus during assigned times and at approved locations but **not for more than 2 weeks.**
- Maximum 10 boards. Additional may be allowed under "special circumstances."
- Sandwich Board Signs may not be placed in locations that will impact pedestrian traffic or vehicle visibility. There must be 5' of clearance around any sandwich board in an open paved area.
- Any damage or loss of Sandwich Board Signs is the responsibility of the requesting department.
- Any damage or loss of a Sandwich Board Sign will cost the requesting Department \$40.00 per Sandwich Board. It is the responsibility of the requester to return the Sandwich Boards back to us.
- Do not stick your permits on the Sandwich Board; stick your permits on your sign.
- Sandwich Board Signs **may not be chained or cable locked to University property (trees, bollards, street signs or lamp posts etc.)**
- Sandwich Board Signs need to be a minimum of 24" and maximum of 36" tall and 20" to 30" wide.
- Sandwich Board Signs may only be used to promote an established University program or University sponsored function.
- Approval to place Sandwich Board Signs on campus can be revoked.
- Blank Sandwich Board Signs are available for loan from the Central Maintenance Zone. A departmental budget number or deposit is required. Call 206-221-7119 for information.

Example of a sandwich board sign. This can be made of wood, cardboard etc.

A temporary permit is issued for placement of these signs on campus.

The Central Maintenance Zone has these boards available for use at no charge.

