DATE: July 8, 2013
TO: SEE DISTRIBUTION
FROM: CHANCELLOR
SUBJECT: Sign posting procedures

Good first impressions are important, and those impressions are often based on the appearance of our facilities. Please review the attached policy on posting flyers and signs on campus that was jointly developed by the marketing, facilities management and student life directors.

In addition to this guidance on temporary signs, we will be working with our architect to create an interior and exterior sign and way finding plan for campus.

In preparing for fall and the influx of new students, please ensure that your areas are professional and reflect the Central Texas College brand. Branding guidelines are available online at www.ctcd.edu/marketing.

Distribution:

Executive Officers, Deans, Division Directors, Associate Deans, Department Chairs, Directors (Texas campuses only)
CENTRAL TEXAS COLLEGE SIGN & FLYER PROCEDURES

JULY 2013

I. Background
The following guidelines have been developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus properties. This document covers temporary and semi-permanent interior signage and flyers or posters advertising events and activities, both on and off campus.

II. General Policies for Signs and Flyers on Campus
- No flyers or signs of any kind may be taped or stapled directly to walls or doors. Signs or posters shall not be placed on any glass area of the college, including windows, doors, or partitions. Signs or posters shall not be placed on exterior building walls. Signs or posters are not to be placed on the glass which covers bulletin and/or notice boards.
- Centrally located bulletin boards will be available in each campus building for publicizing campus events and/or club information (see detailed procedures). Each department may have one departmental bulletin board in the hallway outside their main office door or suite entrance.
- Each department may use additional bulletin boards inside their department office area to promote department events and facilitate temporary posting of student, staff or faculty information. The content of these boards will be controlled by the department. These bulletin boards must be provided by the department and will be placed in a location approved by facilities management.
- Each classroom will have one plexiglass mounted sign holder (8 1/2 x 11") outside the classroom near the door to facilitate posting information. Computer and science labs will be authorized a second sign holder upon request. If additional signs are necessary inside a specific classroom, they should be placed in a plexiglas holder that is mounted to the wall. Plexiglas holders (8 1/2 x 11") needed inside a classroom will be provided by the department and will be placed in a location approved by facilities management.
- Departmental bulletin board and sign holder installation requests should be directed to facilities management. Assistance with graphics is available from marketing & outreach.

III. Detailed Procedures for Event Flyers
- Flyers shall be placed ONLY on bulletin boards but shall not be placed on top of existing current notices. Duplicate signs on the same bulletin board will be removed.
- Flyers may be no larger than 8 1/2" x 11". Larger poster-sized signs will be limited to the originator’s department bulletin boards.
- All signs must be identified with the name of the person or organization responsible for the posted information, along with contact information (phone number, web or email address, etc.)
- Removal of signs by anyone other than the posting party or college personnel acting pursuant to their duties is prohibited.
- Event flyers must indicate an event date or expiration date and must be removed in a timely manner by the person(s) posting. Flyers may NOT be posted more than 30 days in advance of an event.
- Flyers, posters or signs found to be in violation of this policy will be removed.
• All student organization flyers must be approved by Student Life prior to posting and must include an approved disability accommodations statement.

• All college or department flyers must be designed or approved by CTC Marketing.

• All college and student organization materials should be removed from General Bulletin Boards by posting departments at the end of each semester or term.

IV. Detailed Procedures for Event Directional Signs:

• Memo should be addressed to Facilities Management for approval at least 30 days prior to event. Once approved then:
  ✔ Graphics design to be completed by Marketing & Outreach. All signs need to be the size of 11 x 17, the request should include at least 4 signs each of arrow direction (i.e. right, left, straight ahead)
  ✔ Directional signs will be printed and laminated @ Print shop at cost of each department.
  ✔ Signs will be delivered to B157 (Grounds & Streets Department) for placement. Grounds & Streets will pick up the directional signs, but each department should retrieve their signs after the event from Facilities Management.