Health Sciences Center Campus

Guidelines for Temporary Signage

October 2018

The purpose of these guidelines is to provide direction on posting information about events and other announcements to people on the UL HSC campus and outside the campus. Examples of temporary signage are flyers, banners, posters, yard signs, and other types of notices. The HSC community represents a diverse group of people with varying interests. With dozens of registered student organizations, student groups frequently organize meetings and activities. Opportunities for students such as scholarships, clinical and research internships, exam activities occur throughout the year. In the research arena, studies are displayed on posters; seminars are announced. These guidelines are intended to address how and where information can be posted.

Who can post?

Faculty, staff and students actively affiliated with the University of Louisville can post information in HSC buildings and about activities in HSC buildings. In addition they can disseminate information about activities involving HSC programs outside the campus, e.g., on Belknap, in leased space (subject to property management rules) or in the community.

What can you post?

Information about activities involving HSC programs on or off of the campus can be announced. The information should include the following:

- Name of sponsoring organization
- Date(s) of activity or date of posting
- Where applicable, UL or sponsoring organization logo or template
- Contact information for questions. For display boards, the Facilities Office (852-4941, hscfacop@louisville.edu) will be listed. For monitors, the HSC Communications and Marketing Office will be listed (852-2647, bonnie.dean@louisville.edu).

When can you post?

As a general rule, information about an event should be posted no more than two weeks before the event. Larger public events, e.g., involving registration, may warrant earlier posting.

Printed announcements about events should be removed within a week after the event. Postings not dealing with events, e.g., apartment for rent or summer programs, can remain for a reasonable period time, no more than 3 months.

Where can you post?

Event notices can be posted in public areas of buildings, using display boards and holders designated for announcements. Use holders when possible. Sponsoring units can install larger pre-printed posters in main corridors, elevator lobbies, building vestibules of academic buildings.* Event announcements should be at least 50 feet apart and located in heavily trafficked locations. In cases where letter size holders and boards don’t exist, use non-stick tape to post notice.**
Yard signs should only be placed in areas such as mulch beds so as not to interfere with pedestrian traffic, not present a potential tripping hazard, and not interfere with vehicle/golf cart traffic.

*In more public buildings like Abell Administration Building and CTR, event announcements are best made on building monitors, notice holders, sandwich boards or easels, i.e., not mounted on walls.

**From the UL Temporary Signage Policy: No surface-penetrating fasteners or surface-damaging adhesives (e.g., glues, construction adhesives, duct tape) are to be used to display notices.

Restrictions

- Maintain designated display boards and cabinets for posting information for the targeted population. Examples are displaying research studies in research buildings and student information by the Kornhauser library.
- Signage on the exterior of buildings, e.g., banners, must be approved by appropriate office (HSC Communications and Marketing, ULP, Office of the EVPHA, UPDC).

Other means of announcements

Information about activities involving HSC programs is communicated via email, social media, and on monitors in buildings. Student organizations are using tools like OrgSync and Engage to announce and to manage their activities.

References:

University of Louisville Administrative Policy on Temporary Signage (OCM-1.07)