

# **TWU PEDESTRIAN BRIDGE BANNER POLICY**

*Effective 11-01-00*

Banners may be hung from the pedestrian bridge on Bell Avenue only with prior written approval from the TWU Office of Marketing and Communication.

Requests are approved on a first-come, first-approved basis. Priority is given to banners promoting TWU activities and events of general interest. Banners promoting the buying or selling of goods or services or other commercial activities will not be approved.

Banners may hang on the bridge no more than 7 days. Banners may be removed in less time if space is needed. Damaged banners and/or banners that are hung on the bridge without approval will be removed.

## **Banner Guidelines**

- Banners must be made of vinyl, heavy cloth or other durable material. Paper banners may not be used.
- Banners must include grommets or similar means of hanging at all four corners. Banners may not be taped to the bridge.
- Banners may be hung above or on either side of the TEXAS WOMAN'S UNIVERSITY lettering. Banners may not cover or be hung below the lettering.
- The maximum size for banners hanging on either side of the TWU lettering is: 5 feet wide x 3 feet high.
- The maximum size for banners hanging above the TWU lettering is: 15 feet wide x 30 inches high.
- Under no circumstances will banners be allowed to hang below the bridge.

## **Approval Guidelines**

- Approval request forms are available in the Marketing and Communication Building (next door to Human Resources), or on the TWU website.
- The completed request form, a sketch or photograph and dimensions of the banner must be submitted no later than 5 business days before the banner is requested to be hung.
- The individual/organization who makes the request is responsible for making arrangements with Facilities Management (898-3130) for the banner's hanging and removal.
- A copy of the approved request form is required by Facilities Management before the banner will be hung
- Banners are hung from 8 a.m. to 5 p.m. Monday-Friday only. Requests for hanging or removal on weekends or holidays will not be approved.
- **Take banner and signed form to Bobby Trevino in Facilities Management.**