

Signage Checklist

Needed for All Projects:

- Project title – meaningful description; no acronyms.
- Project requestor – please be sure your name appears on the project request form before submitting.
- Project sponsor – person responsible for project approval if different than project requestor.
- Purpose – why the project is needed.
- Audience – who will be impacted by the project.
- Project deliverable – i.e. postcard to be mailed to potential students; posters to be displayed on bulletin boards on campus.
- Approved copy/text – copy that is as close to final form as possible and has project sponsor approval.

Signage:

Printed Signage:

- What size? (Horizontal or Vertical layout)
- How will it be displayed? i.e. easel, wall, outdoor sign, self-standing, etc.
- Where will it be displayed? i.e. in the department, by the elevators on GC 3, bulletin boards, etc.
- Does it need to be mounted on foam board?
- What information is needed? Please make sure to provide accurate and complete copy.
- If there are any photos of people you are providing, please make sure they are highest quality.
- Color preferences? Any other specific info is helpful.
- What is the deadline?
- Before printing, a copy will be sent for approval to the project sponsor.

Digital Signage:

- What information is needed? Please make sure you provide accurate and complete copy.
- If there are any photos of people you are providing, please make sure they are highest quality.
- What is the deadline?
- Before posting, a copy will be sent for approval.
- If a slide is provided to post, it must be 1360 x 770 pixels (11x10) in jpeg format.