Woodbury University
CAMPUS SIGNAGE POLICY

1. Any external signage must have the approval of the Campus Signage Coordinator (Sue Vessella).

2. Any permanent signage must follow the existing format with regard to size, typography, color, shape and location.

3. Job title wording must be approved through Human Resources.

4. Any additions or changes to signs must be coordinated through the Campus Signage Coordinator.

5. Human Resources will inform the Campus Signage Coordinator of any new employees including (name, title, office, start year and sign type; office or desk).

6. Do not paste, tape or attach anything to signage.

7. Notify the Campus Signage Coordinator of any new signage needs.

8. Notify the Campus Signage Coordinator of any damage or disrepair to existing signage.

July 1, 2004