

PROCESS FOR SIGNAGE/BRANDING TO BE AFFIXED AND/OR ATTACHED TO UNIVERSITY PROPERTY:

EXAMPLES INCLUDE BUT ARE NOT LIMITED TO WALL WRAPS, WALLS CLINGS, WALL MOUNTED SIGNS, YARD SIGNS, EVENT SIGNS,

CUSTOMER / DEPT.
IDENTIFIES NEED
FOR SIGNAGE

CUSTOMER
SUBMITS SERVICE
REQUEST FORM TO
FACILITIES
MANAGEMENT (FM)

FM WORKS WITH CUSTOMER TO CLARIFY NEEDS AND AREA OF APPLICATION FM DEVELOPS
ESTIMATE WITH COST
AND ANTICIPATED
TIMELINE FOR
CUSTOMER

MARCOM SENDS
APPROVED
ARTWORK TO FM FOR
PRODUCTION

MARKETING AND COMMUNICATION [MARCOM] DEVELOPS ARTWORK