

## **Guidelines for Banner Installation on the MU Campus**

One of the greatest assets of the University of Missouri is the appearance of the campus. Its beauty and image contribute to MU's recognition as the flagship university of the State of Missouri and one of the nation's great land-grant, research universities. The following are guidelines for the approval and installation of banners on the MU campus to promote consistency and quality of appearance.

- The requesting department will submit a completed Project Request Form, including the banner design, to Campus Facilities.
- Banners must comply with all aspects of the attached banner templates.
- Campus Facilities will then submit the request to the Capital Review Committee for approval.
- If the request includes mounting the banner on city light standards, Campus Facilities will request approval from the City of Columbia.
- Request must include installation and removal dates. Maximum time period banners can remain in place is one year.
- All banners must be installed by Campus Facilities.
- For Project Request Form go to [http://www.cf.missouri.edu/pdc/clients\\_links.html](http://www.cf.missouri.edu/pdc/clients_links.html)
- The attachment covers the graphics that explains the guidelines in detail.