Minutes of Capital Review Committee Meeting  
Tuesday, October 27, 2009  
Jesse Hall Conference Room

Attending: Angel Anderson, Ken Dean, Heiddi Davis, David Housh, Chris Koukola, Mike Nolan, Cathy Scroggs, Gary Smith, and Gary Ward,  

Absent: Robert Duncan, Jackie Jones, Mike Middleton, Bruce Walker  

Guest: Clark Gantzer  

A Capital Review Committee meeting was held on Tuesday, October 27, 2009, at 2:00 p.m. in the Jesse Hall Conference Room and the following was discussed.  

1. Guidelines for Banners on Campus

Dr. Gary Smith presented the proposed design and installation guidelines for banners on MU campus & other MU properties. Dr. Smith chaired a special committee tasked by the CRC to develop guidelines for the approval and installation of banners to promote consistency and quality of appearance. Members of the special committee included: Cathy Scroggs, Jordan Paul, Jeff Zeilenga, Gary Ward, Angel Anderson, Clark J. Gantzer, Ruth Tofle, Mike Nolan, and Chris Kukola.

CRC committee members felt the technical aspects of the design and installation guidelines were sound. The process for departments requesting approval for installing banners was revised based on discussion among the members. Items that were discussed included notation of when CRC would need to approve requests for banners, the length of time requested banners will be allowed to be hung, & process for reviewing design aesthetics and content.

CRC thanked Dr. Smith and the Special Committee for their efforts in developing these guidelines.  

**Recommendation:** CRC approved the guidelines with revisions to process guidelines. The final guidelines are attached.

The meeting adjourned at 3:00pm.
Guidelines for Banner Installation
on the MU Campus

One of the greatest assets of the University of Missouri, or other MU properties, 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 or other properties to promote consistency and quality of appearance.

• The requesting unit will submit a completed Project Request Form, including the banner design, to Campus Facilities.

• Banner design & content will be submitted by Campus Facilities to University Affairs for review.

• Banners must comply with all aspects of the attached banner templates.

• 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.

• All banners must be installed by Campus Facilities or approved vendors.

• For Project Request Form go to http://www.cf.missouri.edu/pdc/clients_links.html

• See the attached information for banner guidelines.

• Requests which deviate from these guidelines or have an installation period exceeding 6 months may require action by the Capital Review Committee (CRC).

Guidelines will be added to the MU Business Policy & Procedure Manual
Guidelines will be linked at the University Affairs Website and Campus Facilities Website

October 2009
Banners
Screen printed for two-sided finish on marine acrylic fabric. Can be same art both sides, or different art on front/back. Sewn to the following specifications: 3.5" pole pockets with 3" openings, (2) brass grommets, 1/2" hem on side edges. All seams are double-stitched, pole pockets are lined with vinyl.

WALL MOUNTING BRACKET SPECIFICATIONS

BANNER TEMPLATE - ABOVE WINDOW OR DOOR

DATE: 01/13/09

PROJECT NUMBER

CAMPUS FACILITIES
Planning, Design & Construction
UNIVERSITY OF MISSOURI

VARIOUS BANNER TEMPLATE
Banners
Screen printed for two-sided finish on marine acrylic fabric. Can be same art both sides, or different art on front/back. Sewn to the following specifications: 3.5" pole pockets with 3" openings, (2) brass grommets, 1/2" hem on side edges. All seams are double-stitched, pole pockets are lined with vinyl.

WALL MOUNTING BRACKET SPECIFICATIONS

FRONT VIEW
SCALE: 1/2" = 1'-0"

SIDE VIEW
SCALE: 1/2" = 1'-0"

NOT FOR CONSTRUCTION
*Mounting brackets to be BannerMASTER Single Bracket or BannerMASTER Double Bracket as manufactured by Zane Williams, Inc. 5151 Manchester Avenue Saint Louis, Mo 63110 (or approved equal).

Banners
Screen printed for two-sided finish on marine acrylic fabric. Can be same art both sides, or different art on front/back. Sewn to the following specifications: 9.5" pole pockets with 3" openings, (2) brass grommets, 1/2" hem on side edges. All seams are double-stitched, pole pockets are lined with vinyl.

POLE MOUNTING BRACKETS AND SPECIFICATIONS
BannerMASTER Single Bracket
Includes all hardware needed to install (1) banner per pole.

(6) Stainless Steel Clamps
(2) Fiberglass Rods
(2) Cast Aluminum Back Plates
(2) Cast Aluminum Rod Holders
(4) 3/8" x 1.5" Stainless Steel Bolts
(4) 3/8" Stainless Steel Lock Washers
(4) 3/8" Stainless Steel Hex Nuts

BannerMASTER Double Bracket
Includes all hardware needed to install (2) banners per pole.

(6) Stainless Steel Clamps
(4) Fiberglass Rods
(4) Cast Aluminum Back Plates
(4) Cast Aluminum Rod Holders
(8) 3/8" x 1.5" Stainless Steel Bolts
(8) 3/8" Stainless Steel Lock Washers
(8) 3/8" Stainless Steel Hex Nuts

BANNER TEMPLATE - POLE

SCALE: 1/2" = 1'-0'