

Northern Illinois University Banner Hanging Policy

It is the goal of this policy to protect and to preserve the aesthetic view of the campus when hanging banners from NIU light posts. Designated areas of campus have been made available for banner reservations. The Director of Marketing and Communications oversees the reservation and approval process of all banner requests.

Important information for banner criteria:

- Banners may only be hung on light posts on NIU property.
- Banners cannot exceed 20"x60" in size, due to the structure provided.
- Desired dates are subject to review.
- Banners are to be of appropriate waterproof material and must look professional.
- All banners should be dropped off at the Physical Plant (120 W. Stadium Drive); where they will then be picked up by the Grounds Department and hung in the approved areas as designated by the Director of Communications and Marketing.
- After banners are removed by Grounds, they will be returned to the Physical Plant and all banners must be picked up by organization/department within 24 hours (or Monday morning) of removal.

Step 1: Please send the following information to: bhoey@niu.edu and amontgomery@niu.edu

- Submit a Formal Request to Hang Banners:
 - Organization/department name
 - The intention of the banners
 - Exact size of the banners
 - A snapshot or sketch of the banner design – if there is more than one design, all designs must be submitted
 - The desired length of time the banners are to remain hung
 - The cost center account to charge the labor fees to

***after approval is granted from Step 1, you will be notified and can then proceed to Step 2

Step 2: Submit work order request form: http://www.niu.edu/phys_plant/workorders/requestform.shtml

- Please submit two different orders
 - Order One – Date banners should be hung
 - Order Two – Date banners should be taken down
 - Send completed work order request form to: workorder@niu.edu or fax: "Work Order Desk" at (815) 753-6290.

Please note that Northern Illinois University will not be responsible for any damage to or theft of the banners or signs and will not guarantee that banners will be hung when the above criteria is not met.

For further information or questions regarding this policy, please email amontgomery@niu.edu