

# Outdoor/Indoor Sign Guidelines

1. Signs, banners, and flags are not allowed to be posted on the exterior of any School of Medicine buildings or any garages, fences, grounds, or flagpoles without the review and approval of the joint leadership on campus. All requests are vetted through the Office of the Associate Vice Chancellor, Associate Dean of Operations and Facilities Management, and the signs that are posted are usually related to construction efforts to maintain a safe environment throughout campus.
2. Interior posting on windows, walls, and doors is also prohibited on campus.
3. Bulletin boards are located in the Farrell Learning & Teaching Center on Floors 3 and 4 and outside of Moore Auditorium for flyers. The WashU Medicine Marketing and Communications website has flyer templates available.
4. Signs, flyers, and leaflets are not allowed to be taped to any of the doors, walls, furniture, wood, or painted surfaces on campus.
5. Poster rails are available throughout campus to display campus-related information and activities.
  - Freestanding easels with posters are not permitted in any of the link and lobby areas to maintain a safe environment.
  - Poster rails are available on a first-come, first-served basis. Due to high volume of posters in some locations, poster space is not guaranteed.
  - Posters may not be displayed for more than 14 days, including weekends and holidays. Posters left beyond 14 days will be removed and held for five business days at the Farrell Learning & Teaching Center front desk for pick up and thereafter will be discarded. Please be courteous and do not remove any posters except your own. WashU Medicine is not responsible for lost or stolen items.
  - No more than eight posters for a single event can be displayed during the same time frame throughout the entire poster rail system.
  - Posters must be related to an activity sponsored by a WashU Medicine department or part of the campus community. Any non-WashU Medicine community-related posters will be removed and discarded.
  - Posters should be 32" high and 24" wide and mounted on foam board. Posters covered with construction paper do not hold up well in our environment, and their use is discouraged. Each poster should include the date it was added to the rail system in either the lower right-hand corner or on the back of the poster.
6. The Office of Human Resources manages the digital signage throughout campus. There are monitors located throughout campus for the dissemination of information. For more information, contact Human Resources at 314-935-1136.

## Resources

- Campus Signage Information
- Guide to Facilities Services
- WashU Medicine Marketing and Communications
- Education & Campus Support Services Space Use Guidelines