

## Guidelines for Outdoor Signage on Campus

### Signage on Campus

- All signs must have the university logo on them and abide by university branding standards
- Only registered student groups and university departments may post outdoor signs
- Student organizations must have their signage approved by the Office of Student Involvement and Leadership before posting
- University departments must have their signs approved by University Marketing before posting
- All signage should be placed outside of the path of travel; they should not be placed on sidewalks or in front of doorways, but they can be placed to the side of walkway entrances

### Signage Posting Time

- Signage may not be posted any earlier than 14 days before the date of the event
- All signage must be removed within 24 hours of event completion. Ideally, signs will be removed immediately following the event, but in cases in which immediate removal is not possible due to the end time of the event, removal must be completed by 8:30 a.m. the following day.

### Damaged Signage

- Signs that are bent or damaged as a result of weather or other factors must be repaired or removed immediately

### Off Campus Signage

A City of New Orleans ordinance prohibits the placement of temporary signs on the neutral ground except in the following highly controlled instances: garage sales, real estate open houses and political signs. No commercial signs are ever allowed. The terms of placement and fines are outlined in the [City of New Orleans Code of Ordinances](#), Part 2 Article 3, Section 134 sub-sections 121-130.

## Placement of Signage

Yard Signs	Large Signs	A-board Signs
<p>Yard signs may only be posted in the following areas, not to exceed the quantity listed in parenthesis, and must not be closer than 100 feet from any other yard sign:</p> <ul style="list-style-type: none"> <li>✓ The Quad (4)</li> <li>✓ The Cove (1)</li> <li>✓ Outside the UC (2)</li> <li>✓ Near Engineering Building (1)</li> <li>✓ Near Kirschman Hall (1)</li> </ul>	<p>Large coroplast signs may be installed by Sodexo for groups in a limited number of areas. These areas may include:</p> <ul style="list-style-type: none"> <li>✓ The Cove</li> <li>✓ The University Center</li> <li>✓ Pontchartrain Hall</li> <li>✓ The Quad</li> <li>✓ Near the four roadway entrances to campus</li> </ul>	<p>A-board signage should be limited and, when used, should be distributed in such a way as to reduce clutter in entryways.</p> <ul style="list-style-type: none"> <li>✓ The Quad (4)</li> <li>✓ The Cove (1)</li> <li>✓ Outside the UC (2)</li> <li>✓ Near Engineering Building (1)</li> <li>✓ Near Kirschman Hall (1)</li> </ul>