

UCLA GUIDELINES FOR CAMPUS SIGNBOARDS

Only registered campus organizations and campus departments may have a signboard out on campus. All signboards must be registered with the Center for Student Programming.

SIZE/NUMBER:

Signboards may be up to four feet (3') high and up to three feet (2.5') wide.

A campus organization may have one signboard out on campus at a time.

INFORMATION:

Each signboard must have the name of the sponsoring organization written in full on it at all times. If you use an acronym, please also put the organization name in full.

If information is in a language other than English, please include an English translation on the signboard.

Your signboard is there to market your group. It should advertise something your group is doing, whether weekly meetings or an upcoming event. Just your name and website is not enough.

All signboards must have contact information for the sponsoring organization. This can be a phone number, a campus address, an e-mail address, or a website.

PLACEMENT:

Signboards may be placed along the sides of walkways. They may not be in the middle of walkway intersections. Signboards cannot be placed in front of entrances or exits to buildings and cannot obstruct the flow of traffic in and out of buildings, or along walkways. Signboards may not be placed inside of buildings.

Signboards may not be placed in Bruin Plaza, Dickson Plaza (formerly Royce Quad), or the Sculpture Garden. Do not place them at the west end of Bruin Walk by the dorms. Do not place them in the foyer area of Young Hall. There may be additional restrictions for areas such as the residence halls or medical center.

Signboards may be left out for the ten-week quarter. Signboards must be removed before 5 pm on the Friday of 10th week. **All signboards left out after 10th Week will be discarded, and the organization will not be allowed to put out a signboard for the following quarter.**

UPKEEP & TIMELINESS

All organizations will be responsible for keeping the material on their signboards current and legible.

Signboards should be kept in good repair at all times. Watch for bad weather such as rain and wind that can damage your board and or materials attached to it.

Signboards that are not in compliance with these guidelines are subject to removal and signboard privileges will be forfeited for a designated period of time. Signboards are set out at the sponsoring organization's risk, and the University accepts no responsibility for theft or damage.

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