



FMS Outdoor Banner Information

Outdoor banners must be approved by RIT Aesthetics committee. It is the requestor's responsibility to work with Jim Yarrington for approval. After the request has been approved, the requestor must provide the specific location where they would like the banner to be hung. FMS also needs to know where the banners can be picked up, and when they need to be hung up and taken down. Lifts may need to be rented when hanging banners, although FMS tries to coordinate the use of lifts already on campus. It is the requestor's responsibility to pay for the lift if one needs to be rented.

There are three locations for outdoor banners

1. The space between COLA and the Wallace Center
 - This location can only have banners hung between April 1st and November 15th.
 - Two 10-foot banners can fit in this location, but they would need to be hung at the same time and taken down at the same time. Both requestors need to approve both banners being hung at the same time. Otherwise, the second request will be denied.
 - Banner can range from 5' to 7' in height and between 5' to 20' in length
 - Must have wind slots to allow the passing of air flow
 - Banner should be double sided
 - Eyelets only need be on the top and bottom of the banner
2. The SAU Slanted Wall
 - This is a better location than the flat wall, as the tree gets in the way of viewing the flat wall.
 - Banner can range in 5'x5' segments up to 15'x15' (5'x5', 5'x10', 5'x15', 10'x15', 15'x15')
 - Must have wind slots to allow the passing of air flow
 - Eyelets only needed on four corners of the banner
3. The SAU Flat Wall
 - Note that the tree gets in the way of viewing the flat wall.
 - Banner can range in 5'x5' segments up to 15'x15' (5'x5', 5'x10', 5'x15', 10'x15', 15'x15')
 - Must have wind slots to allow the passing of air flow
 - Eyelets only needed on four corners of the banner

The FMS Event Coordinator will create a virtual room in EMS under the room corresponding with the banner location. If this room is not an option to choose from, this means the location is already in use for that date or time.