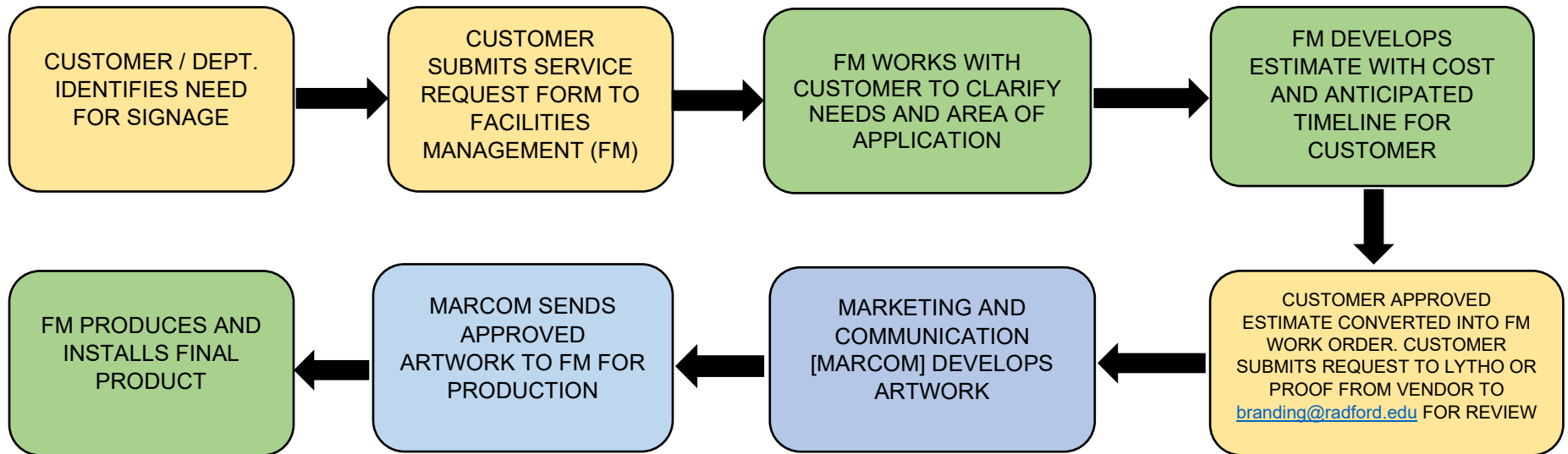




# PROCESS FOR SIGNAGE/BRANDING TO BE AFFIXED AND/OR ATTACHED TO UNIVERSITY PROPERTY:

EXAMPLES INCLUDE BUT ARE NOT LIMITED TO WALL WRAPS, WALLS CLINGS, WALL MOUNTED SIGNS, YARD SIGNS, EVENT SIGNS,



## General Responsibilities:

- Customer – Need/concept, budget code / funding source, submission of service request form, submission of approved request into Lytho
- Facilities Management – Scope development [Including a specification sheet to be developed by FM/MARCOM], Permitting, Cost estimate including costs and anticipated timeline [MARCOM, production and installation], Purchasing, Fabrication and Installation
- Marketing and Communication - Artwork development and branding approval of all public facing artwork/branding, Lytho management, Approved artwork submission to FM.