Approval of Banners on University Sites Procedure

Section 1 - Purpose and Objectives

(1) This Procedure outlines the requirements for displaying banners and temporary signs, posters and advertising materials on University campuses.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
General banners, signs	Includes any banner, poster or sign promoting messages to the UQ community.
Digital signage	LED message display systems installed on campus to promote UQ events, activities and key messages.

Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to all University sites.

Section 4 - Procedure Statement

(3) The University recognises that some official, semi-official and other events need to be advertised and this Procedure sets the standards and codify the approval process.

Section 5 - General Banners, Signs

(4) General banners and signs can be displayed on a variety of locations around campus subject to approval.

(5) Enquiries for design specifications and content may be made with the Security Manager on security@pf.uq.edu.au

(6) Banners and other signage can be placed on the poster poles located around campus.

(7) Banners and signs are not permitted on buildings or any other place on campus for which approval has not been granted.

(8) Banners or signs for businesses operating on University campuses are generally not permitted, however, approval for such banners and signage may be sought on a case-by-case basis.

(9) Chalking of roadways and pathways on campus is prohibited.

(10) All banners must be hung and displayed in accordance with workplace health and safety guidelines.

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Approval Process

(11) Applications for general banners and temporary signs, posters and advertising materials must be submitted to the Security Manager, Property and Facilities Division prior to construction.

(12) All applications must provide the following information:

a. The name and contact details of the applicant;
b. The full details of the function or event;
c. The design and dimensions of the proposed banner;
d. The required dates for display; and
e. The area for which approval is being sought to display the material.

(13) Applications outside of the specifications and requirements of this Procedure will be assessed on an individual basis, and if deemed necessary, be referred to the Chief Operating Officer for approval.

(14) Approvals will not normally be granted for social functions or events associated with or convened for staff, students, college clubs or external organisations.

Section 6 - Digital Display Signage

(15) Digital display signage is located on the St Lucia campus and is available to UQ areas to advertise their events and activities free of charge.

Purpose of Signage

(16) The intended purpose of the digital display signage is to promote official and semi-official University functions and events, campus activities and to display corporate messages. Content should generally be of interest to UQ students and staff.

Bookings

(17) Bookings can be made through Marketing and Communication (M&C) and should be made at least 10 days prior to the requested appearance date. (Learn more: Request Promotion on UQ Web Banners and Digital Signs)

(18) Marketing and Communication can assist with the creation of artwork or can provide specifications if your area has in-house design capabilities. Enquiries regarding design specifications and bookings can be made by emailing marketing@uq.edu.au.

Section 7 - Display Periods

(19) Display periods for digital display signage can vary depending on the details of the request. Signage for University functions and events can appear up to 4 weeks prior to the event but will depend on availability and suitability.

(20) General banners for official University functions and events can be displayed for up to five days prior to the event, for example, UQ Open Day. Special approval may be granted to display these banners for longer periods. All such requests will be considered on a case-by-case basis.

(21) General banners for semi-official functions and events can be displayed for up to three days prior to the event, for example, School, Institute or Faculty events or functions including seminars and presentations.

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Status and Details

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