

IUPUI Banner Guidelines Off-Campus Request

Location

- New York St., between West St. and Union Dr. (right side of pole only)
- Michigan St., between West St. and Union Dr. (right side of pole only)
- University Blvd., between New York St. and Michigan St (both sides of pole available, priority will go to internal campus unit messaging)

Quantity

- Internal Campus Messaging
 - Minimum of the 9 poles available on University Blvd. (2 banners per pole, 18 banners total)
- Community Events hosted on campus (i.e. Mini-Marathon, USA Outdoor Track and Field Championships, etc.) will be allowed to purchase the banner space on the right section of poles on New York Street and Michigan Street, next to the IUPUI messaging on the left side of pole; utilizing a minimum of 10 poles (10 total banners), maximum of poles available.

Cost

- Banner cost varies on quantity and design. Price may range from \$100-\$300 per banner.
- \$55 per pole for banner installation (estimate)
- \$55 per pole for banner removal (estimate)
- If just replacing or installing on one side of the pole, the cost is based on an hourly labor fee of \$65.

Banner Guidelines

- Banner size must be 30" wide by 78" long to fit the equipment requirements
- Install 20 – 2 ½" semi circle wind slits in each banner to prevent damage to poles
- Weather resistant material
- 14 mil. Reinforced vinyl
- 3" pocket at the top and bottom of each banner
- 4 grommets installed (one in each corner)
- Clean and in good condition

Design Guidelines

- All designs and specifications must be submitted to the Communications & Marketing Office for review.
- Banners must incorporate a design using one image for both banners.
- The Communications & Marketing Office can assist you with the design of your banner.
- Artwork for special event banners utilizing the right side of the poles on Michigan and New York Streets needs to be condensed to fitting on only one banner, not spreading across both sides.

Scheduling and Display Length

- Scheduling requests can be made by contacting the Communications & Marketing Office at 274-4672 or sending an e-mail to: slspragu@iupui.edu
- Requests should be made at least three weeks in advance.
- Display period is negotiable based on other units/organizations requests

Fee Payment Details

- Payment will be handled through Communications & Marketing and invoiced to specific unit upon completion of banners.
- Payment is expected to be paid 30 days upon receipt of invoice.

IUPUI Banner Application

School/Organization/Business _____

Contact Name _____

Address _____

City _____ State _____

Telephone _____ Fax _____

E-mail _____ Account No. _____

1. When would you like your banners installed and removed?
Earliest date for installation _____
Latest date for installation _____
Earliest date for removal _____
Latest date for removal _____

2. How many poles will you utilize and suggested location?

3. Are your banners already created? Yes ___ No ___
If yes, do they meet the required guidelines? Yes ___ No ___
Describe the banner design

4. If your banners are not created, please describe your design concept and copy.

Your IUPUI Banner Application can be faxed to Suzanne Vick, (317) 274-5457 or emailed to slspragu@iupui.edu If you have any questions, please call the IUPUI Communications & Marketing Office at (317) 274-7711.