

# Signage and Flyer Policies

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Policy Version: 1.0

Revision Of: N/A

Effective date: 8/1/2024

## Purpose

This policy sets guidelines for the proper use of signage across Feinberg buildings for the promotion and support of events and to indicate space designations. The medical school resides in a hospital district and must comply with any restrictions relevant to hospital operations.

## Audience

All members of the Northwestern University Feinberg School of Medicine community.

## Policy Statement

Paper flyers are not permitted in any public spaces in Feinberg buildings.

Analog temporary and free-standing posters and banners of any kind are not permitted in any public spaces in Feinberg buildings without documented permission and a confirmed space reservation. Event-related posters, banners, and signs may be displayed by event organizers within reserved spaces and must comply with all campus safety and security protocol.

Permanent signage for spaces such as lobbies, walls, doors or reception areas requires approval from Feinberg Facilities and the Feinberg Office of Communications.

## Policy Implementation

Any signage, paper flyers, analog posters, or banners displayed in public spaces in Feinberg buildings and not associated with a reserved event space will be removed.

## Use of Digital Monitors

The medical school offers digital signage throughout its Chicago campus to provide faculty, staff and students with timely and informative content. Digital signage monitors may only carry information relevant to the Chicago Feinberg campus, such as local events relevant to the business of the medical school, weather, and emergency information.

Requests to be featured on the digital monitors must be submitted via the [Add Your Event to the Digital Monitors form](#) and must meet these requirements:

- The "Title" field must include the specific title of the talk.
- Titles should not be in all caps.

- Titles should not be submitted with “TBA” or “TBD,” nor with any other incomplete information.
- Requests must be submitted two weeks prior to the event date to allow for production and approval.
- Digital monitors owned by the medical school may only display information relevant to the Chicago campus; events outside the Chicago campus are ineligible for display.
- The monitors are subject to be changed at any time for use of the emergency notification system or other on-campus needs.
- Students must have a faculty sponsor for event submission.

### Permanent Signage

Permanent signage for spaces such as lobbies, walls, doors or reception areas requires approval from Feinberg Facilities and the Feinberg Office of Communications. Requests for signage must be initiated through the designated online form.

### Policy Update Schedule

This policy will be reassessed as needed.

### Revision History

N/A.

### Relevant References

- [Add Your Event to the Digital Monitors form](#)
- [Permanent Signage Request form](#)