
POSTING TEMPORARY SIGNS ON THE SMITH COLLEGE CAMPUS

LOCATIONS

The four locations approved for posting temporary signs on campus are:

- In front of Neilson Library (*after construction, 2020*)
- In front of the Campus Center – Elm Street side
- In front of the Campus Center – Chapin House side
- At the top of Paradise Road (corner of Elm St. and Paradise Rd.)

These locations were identified by Roll, Barresi and Associates in the campus exterior signage audit and appear in their March 2010 report, which was approved by senior staff.

PROCESS

The process for requesting and posting temporary signs is through the space request in 25Live. Requests will be reviewed and approved by the Events Management Office staff and sent to affected departments (Campus Center/Neilson Library) and to Facilities Management for fulfilling the request.

Please note: all signs *must* be posted by staff members of the Facilities Management Team.

Free standing signs (sandwich boards, etc.) may be placed at the Campus Center locations upon pre-approval of Campus Center management. To post free-standing signs at the Campus Center, contact 585-4967 or tbates@smith.edu.

DURATION OF POSTINGS

The general rule is that temporary signs will be posted the day before and removed the day after events (Monday–Friday).

Temporary signs may not be posted for more than 5 days. Exceptions are the United Way, Cross Blood Drive signs and other annual event signs that require longer viewing. For permission to post a temporary sign for longer than 5 days and/or to view a list of temporary sign exceptions, please contact the Events Management Office at 413-585-2407 or scampbel@smith.edu.

All requests for temporary signs must be made at least two weeks before posting date.