

## **Signage Protocol** *(rev 11/10)*

### **Room Signage**

The Director of Operations, in consultation with the Registrar, will initiate the paperwork for both new room signage and replacement room signage. Please fill out a track-it form to request room signage.

Signage for room designations will include a three letter number with the first number indicating the floor, preceded by a four-letter alpha designation (e.g., AHMN304).

The official record of room numbers will reside in Registration.

Registration will notify Institutional Advancement's designee when room configurations change.

The Registrar will assign the names of offices.

Room signage conventions will follow format in the Galef Building.

### **Campus Wide Signage**

Signage that is defined as "campus wide" (meaning institutional in nature not unique to a particular office or department) will adhere to the existing Otis Style Guide. This includes: use of the Otis logo and logotype, color scheme, fonts and dimensions. The Style Guide is produced by the Communications Office, which is responsible for ensuring consistency of all visual representations of the College, including signage. The Style Guide is reviewed on a periodic basis by the Public Presence Committee, which in turn forwards any recommended changes to the Marketing Task Force for approval. The MTF is chaired by the VPIA.

As agreed by the Vice President for Admissions and Finance, the budget will reside in the Facilities budget line.