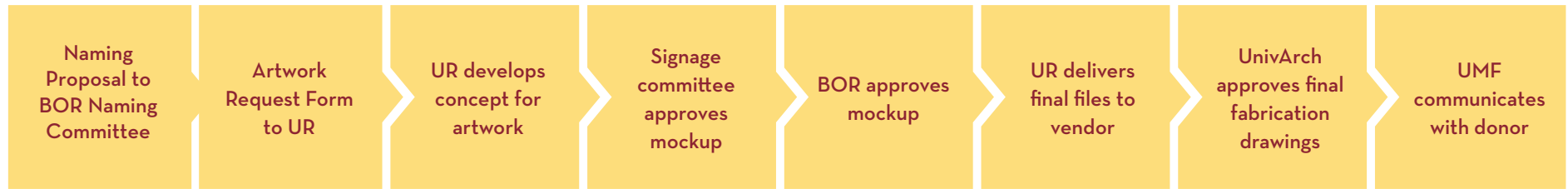


# Requesting Corporate or Individual Names on Exterior Signage

## Process timeline



## Tasks

- Corporate or individual donor interested in Naming Rights communicates with UMF.
- UMF shares content parameters with donor and notifies University sponsoring unit.
- Sponsoring unit communicates request to BOR Naming Committee.
- Naming Committee reviews/approves request to name after donor and forwards recommendation to president.
- President brings Naming recommendation to BOR for approval.
- Sponsoring unit fills out Sign Artwork Request form and submits to UR.
- If donor requests use of corporate logo, VPs approve
- UR develops signage art mockup based on UMN sponsoring unit's request and UMN architect design parameters.
- UR delivers mockup and placement proposal to Signage Committee, Sponsoring Unit and UMF for review.
- Signage Committee reviews artwork for placement.
- Signage Committee integrates comments from UnivArch, sponsoring unit, and UMF; reviews per guidelines; and recommends approval or modifications.
- Naming committee reviews/acts on proposed naming and signage advanced by Signage Committee and recommends approval to president before moving forward.
- UR packages art file and delivers directly to production unit/vendor (Sign Shop or other).
- Sign Shop or University Relations coordinates timeline for installation, consults/coordinates with code office as needed and communicates to UMF and University sponsoring unit.
- UMF communicates to donor and coordinates any event or announcements, using approved artwork and timeline.

