Requesting Corporate or Individual Names on Exterior Signage

Process timeline

after donor and forwards

president.

recommendation to

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



UMF

communicates

with donor

☐ UMF communi-

any event or

artwork and

timeline.

cates to donor

and coordinates

announcements.

using approved