



# STARK STATE COLLEGE

*Changing Lives ... Building Futures*

## Approved Signage Standards

To maintain a consistent and professional appearance throughout the college and to control costs, a signage committee was formed which included both faculty and staff. The committee established and voted unanimously to adopt the following standards which were presented to and approved by the college administration.

### Division Directories

\*The only divisions approved to have one of these signs are: Student Services and Enrollment Management; Business and Entrepreneurial Studies; Corporate Services and Continuing Education; Education and Human Services; Engineering, Industrial and Emerging Technologies; Health Sciences; Information Technology; Liberal Arts; Sciences; Teaching and Learning; and Information Technologies.



Directories are available in three sizes, dependent upon the number of departments to be listed.

- Small - 12" x 12"
- Medium - 12" x 18"
- Large - 12" x 24"

Directories will include the following information:

- Room Number - in Braille (Aluminum)
- Division Name
- List of Academic departments in that division
  - These will be left justified in alphabetical order
- No Names will be listed
- 5 blank strips will be provided (if space available) for future growth



# STARK STATE COLLEGE

*Changing Lives ... Building Futures*

## Office Suite Signs



Suite signs are 8" x 8" and include the following information:

- Room number – in Braille
- Four lines of information
  - Names of programs or departments within the suite
  - No individuals' names
- Initial Caps – no ampersands

## Office signs



Office signs are 6" x 6" and include the following information:

- Room number – in Braille
- Two names (max) per sign
- Name will be listed followed by highest Terminal degree
  - No titles or positions will be listed



# STARK STATE COLLEGE

*Changing Lives ... Building Futures*

## Overhead Directional



Standard size is 12" x 96"

Maximum of 22 characters per line (including spaces)

Signs will include directions to:

- Building/Room areas
- Room numbers of immediate building
- Restrooms
- Elevator
- Departments within the immediate area (if space available)

## Banners

- Must have approval from Physical Plant Department
- Will only be hung for special events
- Will only be hung temporarily
  - 2 days prior – 2 days after the event

## Posters

- Must be approved by Marketing and Communications
- Can only be hung on bulletin boards

## Dedication Plaques

Standard size is 18" x 24"

- Black with aluminum border and text
- Stark State Logo
- Name of Building
- Year dedicated
- Names of current Board of Trustees
- Names of current Administrative Officers
- Names of Contractors



# STARK STATE COLLEGE

*Changing Lives ... Building Futures*

## Posters on Easels

For safety concerns, posters advertising College activities may not be posted on easels in hallways or at entrances to the College. Temporary exceptions to that will be approved by the Office of Marketing and Communications and may be posted on College approved easels only.

## Floor to Ceiling Displays

Due to fire code regulations, hallways may not be blocked with floor to ceiling displays. These types of displays may be placed in individual departments, but must be approved by the Physical Plant Department in advance to ensure they are in compliance with fire code regulations.

## Bulletin Boards

- Flyers advertising College activities for students (book buyback, ring sales, bookstore specials, student activities, club activities, and services such as babysitting or typing etc...) are to be approved by the Business office (S301) and posted only on public bulletin boards. No flyers are permitted on Division bulletin boards unless posted by representatives of that Division. Bulletin boards will be labeled as to the type of board it is (Division/Public).
- Bulletin boards are not to be covered in their entirety as to alter the background color.

**\*ABSOLUTELY NOTHING IS TO BE TAPED ON DOORS, WALLS OR WINDOWS WITHOUT PRIOR APPROVAL OF THE PHYSICAL PLANT DEPARTMENT AND THE OFFICE OF MARKETING AND COMMUNICATIONS.**