

POLICY
ST. ANN CATHOLIC CHURCH

Signage Policy

POLICY

St. Ann has developed a signage policy to ensure consistency and aesthetics for the facility.

IMPLEMENTATION

Placement of signs and banners around the outside of the church campus shall comply with the following guidelines:

SIGNS

1. Signs shall be 18" high by 24" wide to allow for two signs to be displayed on any weekend. Verbiage shall be horizontal on the widest direction and a maximum of five locations can be used.
2. Signs shall be placed in the slots provided on the five panel post directions signs identified on the location map attached.
3. Signs are to be placed no earlier than 4pm on Saturday and removed by 8:45 pm on Sunday.

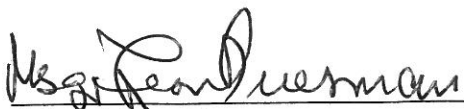
BANNERS

4. Banner-A When approved by the Facilities Committee a permit must be obtained from the city of Coppell by the sponsoring group of the event and a copy of the permit be provided to the parish office before any banners are placed.
5. Banner-B can be placed on the railing outside the Children's Liturgy of the Word/Music room. Banners are to be placed no earlier than 4 PM on Saturday and removed by 8:45 PM on Sunday.

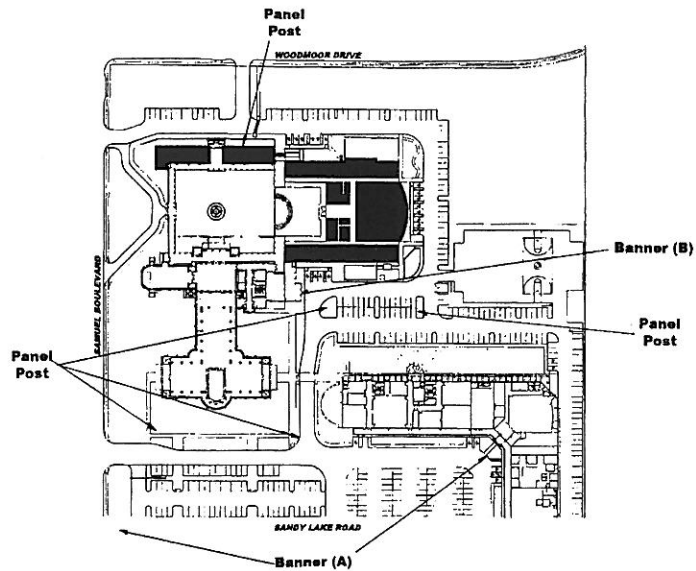
SIGNS & BANNERS

6. Signs and Banners must be approved by the Facilities Committee prior to being purchased to ensure size, availability of time requested and content. After the signs are approved and produced, bring into the parish office to have them stamped.
7. If there is a weekday function that requires signs and banners be posted, they must be posted no earlier than 8am the morning of the function and removed at the end of the function.
8. The ministry that requires the signs and banners will be responsible for placing and removing their signs. If the ministry does not remove the signs, they will be discarded and future privileges removed.

Formulated: Parish Facilities Committee
Adopted: March 31, 2009
Approved: March 31, 2002
Effective: May 1, 2009



(Msgr.) Leon Duesman



Sign & Banner Locations

**This sign will be
24" wide x 18" high**

**Lettering will be in this
direction to accommodate
2 signs in the post panel**

Sign