

University Way Banner Process



1. Reservation of the Banner Dates with the CWU Scheduling Center
 - Check availability and reserve space for desired dates
 - Banners are scheduled Tuesday-Monday
Only exceptions are University closures for holidays or unsafe conditions due to weather
 - Banners can be reserved for 2 weeks at a time. No exceptions.
 - Plan ahead! There are numerous annual banners that book quickly
2. City of Ellensburg Approval through the CWU Scheduling Center
 - It is a city ordinance that a request must be made to the city **EACH** time a banner is hung, **EVEN IF** the same banner is hung each year
 - CWU Scheduling Center will submit the completed Banner Request form to the City Council as soon as the dates are reserved
 - City Council meets on the First and Third Monday evenings of each month, with exceptions for Federal Holidays
 - Please reserve the banner far enough in advance that the city approval is received at least 1 week before the hang date
3. Banner Printing
 - Banners must meet the following specifications:
 - Banner should be double-sided
 - Banner sizes range from a **minimum of 24' x 48"** to a **maximum of 30' x 52"**
 - Banner must include **3" turnback at the top and bottom of the banner** that will allow steel cable to be strung through it, and **no grommets**
 - If a banner does not meet our quality standards, it will not be hung**
 - We recommend that wind flaps be cut into the banner to prevent damage
 - Additional fees may apply if CWU adds wind flaps
4. Banner Work Order

A work order will be submitted by the Scheduling Center - 10 business days prior to the reservation hang date is needed.

INFORMATION:

1. Costs:
 - Banner hanging and removal: \$100 fee
 - Preparation for new banners: \$219 fee
2. Timeline:
 - Reserving dates:
 - Maximum: **1 year** ahead of hang date
 - Minimum: **6 weeks** before hang date
 - Limit of 2 weeks hang time
 - City Council approval:
 - Maximum: **1 year** ahead of hang date
 - Minimum: **Tuesday morning** before hang date (must be approved)
 - Delivery of banner to SURC for hanging:
 - Previously-hung banners: **1 week** before hang date
 - New banners: **2 weeks** before hang date
 - Pickup of banner from SURC after hanging:
 - By **Wednesday** following banner removal

CONTACTS:

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City Council
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