

# University Way Banner



## Process:

1. CWU Scheduling Center in the Student Union and Recreation Center
  - Check availability and reserve space for desired dates.
    - Banners are scheduled Monday-Sunday (No Exceptions).
    - Plan ahead! There are numerous annual banners with that book quickly.
  - Pick up a Banner Request form for submission to the City of Ellensburg.
    - 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 used year after year.
2. City of Ellensburg Approval
  - Submit the completed Banner Request form to the City Council as soon as the dates are reserved.
    - This can be done via mail, fax, or in person.
    - City council meets on alternating Mondays throughout the year.
  - Once the City of Ellensburg approves or denies the request, a copy of the signed Banner Request form is sent directly to the Scheduling Center.
3. Banner Printing
  - Banners must meet the following specifications:
    - 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 though it, and **no grommets**.
  - We recommend that wind flaps be cut into the banner to prevent wind damage
    - Additional fees may apply if CWU provides the service of adding wind flaps.

## Information:

- Costs:
  - Banner hanging and removal: \$50 **estimate**
  - Preparation for new banners: \$60 fee
- Timeline:
- Reserving dates:
  - Maximum: **1 year** ahead of hang date
  - Minimum: **6 weeks** before hang date
- City Council approval:
  - Maximum: **1 year** ahead of hang date
  - Minimum: **4 weeks** before hang date
- 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** after banner removed
- Contacts:
  - Scheduling Center
    - (509) 963-1321 or (509) 963-1641
    - [schedule@cwu.edu](mailto:schedule@cwu.edu)
  - City Council
    - (509)-925-8614
    - [renoc@ci.ellensburg.wa.us](mailto:renoc@ci.ellensburg.wa.us)
    - Ellensburg City Council 501 North Anderson Street Ellensburg, WA 98926
    - Fax: 509-962-7130