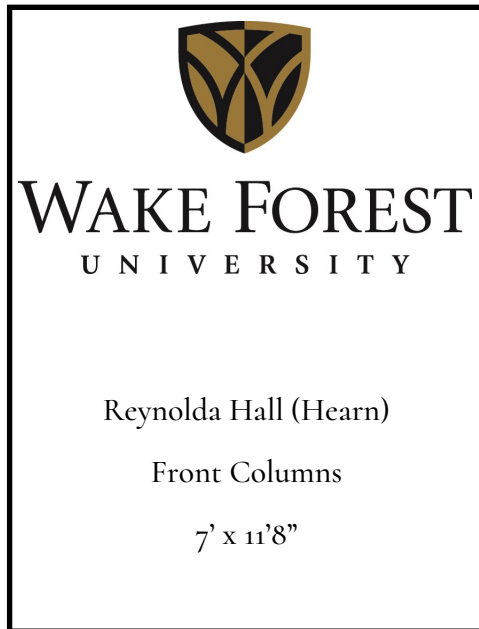


# Wake Forest University Banner Guidelines

## Reynolda Hall Banner Details



- Banners must meet all of the specifications as listed
- Banners that hang between columns must have a 3" pocket sewn at both top and bottom, wind slits must be part of the banner design
- Banners that hang on railings must have eyelets for securing
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code, date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- The potential need for the use of a rental lift may increase cost.

# Wake Forest University Banner Guidelines

## Manchester Plaza Block Wall Banner Details



- Banners must meet all of the specifications as listed
- Banners must have eyelets for securing
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code, date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- Manchester Plaza contact: Leigh Myers | (336) 758-2578 | [myersl@wfu.edu](mailto:myersl@wfu.edu)

# Wake Forest University Banner Guidelines

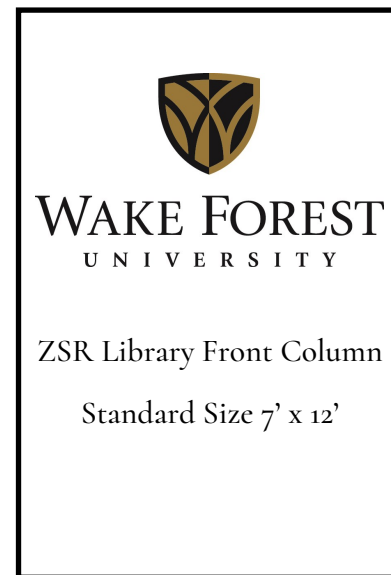
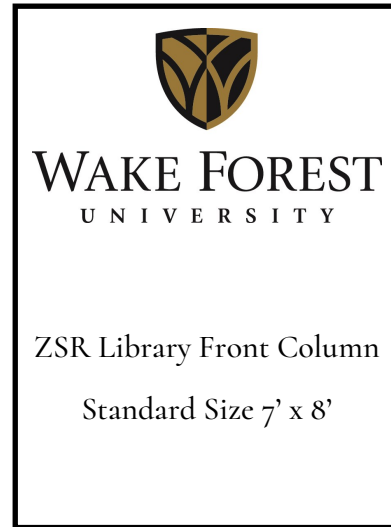
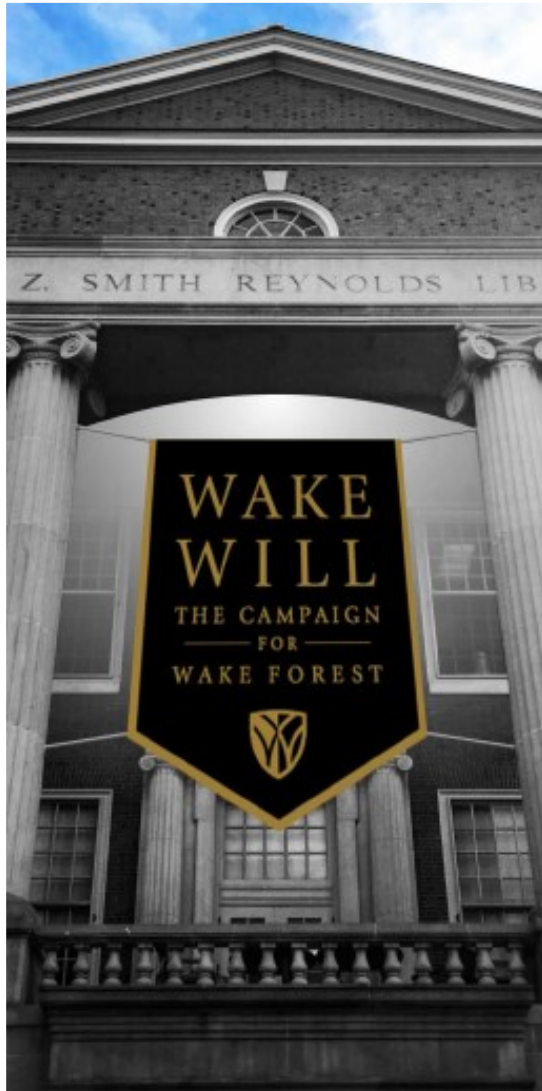
## Manchester Plaza Large Block Wall Banner Details



- Banners must meet all of the specifications as listed
- Banners must have eyelets every 12 inches
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget , date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- Manchester Plaza contact: Leigh Myers | (336) 758-2578 | [myersl@wfu.edu](mailto:myersl@wfu.edu)

# Wake Forest University Banner Guidelines

## ZSR Library Banner Details



- Banners must meet all of the specifications as listed
- Banners that hang between columns must have a 3" pocket sewn at both top and bottom, wind slits must be part of the banner design
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- Font size on the banner must be sufficient to be seen from 50 feet away
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code , date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- ZSR Library contact: Mary Beth Lock | [lockmb@wfu.edu](mailto:lockmb@wfu.edu)
- The potential need for the use of a rental lift may increase cost.

# Wake Forest University Banner Guidelines

## Wait Chapel Banner Details



Wait Chapel Front Column

Standard Size 6' x 10'



WAKE FOREST  
UNIVERSITY

- Banners must meet all of the specifications as listed
- Banners that hang between columns must have a 3" pocket sewn at both top and bottom, wind slits must be part of the banner design
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code, date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- Wait Chapel contact: Anna Harris | (336) 758-5702 | [aharris@wfu.edu](mailto:aharris@wfu.edu)
- The potential need for the use of a rental lift may increase cost.



# Wake Forest University Banner Guidelines

## Benson University Center Banner Details



WAKE FOREST  
UNIVERSITY

Reynolda (North Side) & Tribble  
Courtyard (South Side) Column  
Banner

Standard Size 6' x 13'



WAKE FOREST  
UNIVERSITY

Reynolda (North Side) & Tribble Courtyard  
(South Side) Balcony Railing Banner

Standard Size 6'8"x 3'

- Banners must meet all of the specifications as listed
- Banners that hang between columns must have a 3" pocket sewn at both top and bottom, wind slits must be part of the banner design
- Banners that hang on railings must have eyelets for securing
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code, date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#) and [Benson Center Standards](#)
- Benson Center contact: Leigh Myers | (336) 758-2578 | [myersl@wfu.edu](mailto:myersl@wfu.edu)
- The potential need for the use of a rental lift may increase cost.

# Wake Forest University Banner Guidelines

## Reynolds Gym Banner Details



- Banners must meet all of the specifications as listed
- Banners that hang between columns must have a 3" pocket sewn at both top and bottom
- Banner spots must be reserved. To request, a faculty or staff member must fill out a Banner Request Form on [DeaconSpace](#)
- A [Facilities and Campus Services Work Order](#) must be submitted with an active budget code, date for installation/breakdown, and location for banner pickup/drop off
- Banners must meet [WFU Identity Standards](#)
- Reynolds Gym Contact: Aidan Walter | (336) 758-3889 | [walterai@wfu.edu](mailto:walterai@wfu.edu)
- The potential need for the use of a rental lift may increase cost.