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.
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
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
• 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
• The potential need for the use of a rental lift may increase cost.
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

The potential need for the use of a rental lift may increase cost.
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

The potential need for the use of a rental lift may increase cost.
Wake Forest University Banner Guidelines
Wellbeing Center 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
- Wellbeing Center Contact: Matt Dantism | (336) 758-2674 | dantismj@wfu.edu
- The potential need for the use of a rental lift may increase cost.