Signage Committee 11/10/16

Attendance: Glenda, Josephine, Teresa, Doni, Nick

1. Rogien has ordered sign holders for rooms (North and South sides, replacing those that aren't holding). Not sure when they'll be done.
2. Still working on bagel place sign, staff member out so continuing to dig and get it done.
3. Kiosk Website Updates
    1. Phase in by 1/1/17
    2. Process for policy "violations?" - Questions about day-of requests, need to solidify plan, who pushes message, etc.
    3. Issue with long titles in standard format, can we make title slightly higher so there's room for arrow but more room for title?
    4. Need some backups if big events don't follow the process…still need to get people to their events.
4. Signs re-named:
    1. Standard - 8.5x11
        1. Getting excel export from EPO, need to align with current dump so it can be merged with web form.
        2. Josephine needs to get access to back end to see what has been submitted.
        3. Logos allowed
    2. Prominent - 11x17
        1. Proposed to push these through FastPrint only. EPO can print if last-minute. **Need template, no custom option.**
        2. Template, logos allowed
    3. High-Profile - 22x18
        1. Need to tighten 2 week turn for do it yourself and template,
    4. Change Arrows - pending