



OFFICE POLICIES AND PROCEDURES

<u>SUBJECT:</u>	BANNER POLICY
<u>EFFECTIVE DATE:</u>	<i>June 16, 2017</i>
<u>DATE LAST REVIEWED:</u>	<i>June 16, 2017</i>

PURPOSE/OVERVIEW

This policy provides guidelines location and sizes of banner advertising permitted on parish grounds.

APPLIES TO

This policy applies to all employees, and ministries and their volunteers.

POLICY

This policy designates size of acceptable banners and length of display on parish grounds.

PROCEDURES

Banners to be hung from the Community Center can be any dimension. Banners to be hung on either side of the St. Cecilia sign on Bunker Hill must be either 4 ft. x 10 ft. or 3 ft. x 8 ft. in order to fit the dimensions of the hooks embedded in the wall. The banners for the wall must have grommets in order to attach to the wall hooks.

All requests for banners to be hung are approved by the Parish Administrator & Associate Director of Communications. Banners to hang on the Community Center are to be hung on Friday and removed Monday morning. Banners on the Bunker Hill wall may remain hung for a maximum of two weeks.

CONTACT

You should direct questions regarding this policy to the Parish Administrator or the Associate Director of Communications.

EXCEPTIONS

Must be approved by the Pastor.

RELATED POLICIES, PROCEDURES AND MATERIALS