

Student Organization Banner Guidelines (BSC)

All recognized TCNJ student organizations are permitted to hang permanent banners in the Brower Student Center. Prior to purchase, student organizations should consult the Campus Programs Director for approval of banner design and to ensure space in the Student Center is available. As limited space is available, banner approvals will be granted on a first come, first serve basis. Please note that banners will only be hung twice per year (during semester break and summer break).

The following are guidelines that must be followed in order to be approved:

1. Banners must be 3 x 5 feet. Banners will be hung in landscape format.
2. A 3 inch sleeve at the top of your banner must be included in the design in order to insert the conduit used for hanging. This 3 inch sleeve must be included in the overall 3 foot design of the banner (not 3 feet, 3 inches).
3. Banners must be made of nylon or vinyl.
4. Banners made of nylon should be produced with the silk screen method or professional printers. Banners made of vinyl should be produced with heat adhesive letters.
5. Purchase, repair, or replacement of banners is the responsibility of the student organization.
6. Brower Student Center staff and Office of Campus Activities staff have limited responsibility regarding the banners.

The following local businesses have indicated to Office of Campus Activities staff that they can design and/or make student organization banners. Student Organizations are encouraged to obtain competitive prices. The businesses listed are for student organizations' convenience and are not recommended or endorsed by Office of Campus Activities staff.

Fast Signs
2901 Brunswick Pike
Lawrenceville, NJ 08648
(609) 912-0500

Unlimited Silkscreen Production
41 Lexington Avenue
Trenton, NJ 08618
(609) 882-0653

