

INSTRUCTIONS FOR EXTERIOR MOUNTED SIGNAGE

1. GENERAL

- a. All designs must be submitted to the District for approval before production begins. All submittals shall include the following:
 - (1) Company name, number, and contact person;
 - (2) Clear representation of the graphic design of the sign;
 - (3) Size; and
 - (4) Material including weight of sign.
- b. Approved Method:
 - (1) Booster organization or designee shall submit advertising proposal (including above submittal information) to the appropriate head coach.
 - (2) After review by the head coach, the proposal will be submitted to the campus athletic **Coordinator** [director] and then to the campus principal.
 - (3) After review by the campus athletic director and principal, the proposal will be submitted to the District athletic **Coordinator** [director] for final approval.
- c. The sign supplier/manufacturer shall review the drawing and specifications for the given applications and determine that the proposed sign and accessories will be suitable.
- d. Any damage or destruction of the sign, once mounted, will be the responsibility of the advertiser to replace or repair.
- e. The District shall remove the sign at the request of the advertiser, district, or for any negligence in the payment of appropriate fees. The advertiser may claim their sign at the campus' athletic department.
- f. Spaces per sport per school will be made available for purchase at each of the following athletic venues:
 - (1) High school and middle school exterior fields and courts
 - (2) Ratliff Stadium fields and courts
- g. The general location of signs shall be determined by the executive director of athletics.

2. PRODUCTS

- a. All banner signs shall meet the specifications contained herein and subject to final approval as stated above.
- b. The size shall be 4' x 8' unless otherwise specified and approved.

COMMUNITY RELATIONS
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB
(EXHIBIT)

3. EXECUTION

- a. All furnished signs shall be mounted on existing fencing or structure by District ~~Facilities~~athletic staff.
- b. Final location of all signs shall be determined by the District.
- c. The District reserves the right to reject any sign at any review level due to design, content, sign material, sign construction or any other reason deemed inappropriate for the displaying of advertising at a District facility.
- d. Any preexisting contract with the District will be honored.