

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual

Topic: Decorative Crest Project Procedures and Specifications

Updated: January 6, 2006

In order to decorate the University Commons, to spotlight the contributions of student organizations and to engender a sense of tradition to campus life, the management of the University Commons is seeking student organization crests to be permanently displayed in various locations in the facility.

Procedures: Interested organizations must submit an accurate rendering of the proposed crest to the Director of the University Commons for review and acceptance before a display location will be assigned. Once accepted by the Director, a location will be assigned and a deadline established for completion of the crest. The Student Activities Office will arrange for hanging of the crest. Upon receipt the crest becomes the property of the University Commons.

Specifications : Each crest must be uniformly 4' x 4', made from **1/2" interior grade plywood.**

Any 3 dimensional elements may not exceed **1/4"** high.

Design must include a border (**not to exceed 1/4" thick if 3 dimensional**) at least 2" wide and should be either blue, green or white.

Design may be an organizational crest or logo or other appropriate symbol. Remember that this is intended to be positive, lasting depiction of the organization's mission and impact on the quality of campus life. All designs are subject to review. Proposals may be rejected if the design is deemed unsuitable for display for any reason.

Crest should be painted with a durable enamel paint and covered with a clear polyethylene coat (to protect and extend the life and beauty of the crest).

Locations: Locations will be assigned by the Director of University Commons and Student Activities who reserves the right to relocate crests as necessary.