As an iconic institution of higher education, and as a UNESCO World Heritage Site, the University has important guidelines and process guiding how banners and other pageantry are displayed on and around Grounds. This process – which brings together the Office of the Architect for the University, University Communications and Facilities Management – helps ensure pageantry is hung with consideration for the historic importance of the University, and the artwork designed in a way that is consistent with our brand identity and creates a coherent experience for our visitors and community.

*Please note, all pageantry request forms must be submitted at least 5 to 7 weeks in advance of the requested installation date.*

A. Requestor Information

Name:

Email:

Phone:

School (please select)

University Department/Office

Other

B. Requested Location and placement

Street, Cross-street or Building requested:

Number of light poles or mounts requested:

Do you currently have or have you historically had pageantry? If so, please describe:

Additional notes:

*Final locations will be determined by the Office of the Architect.*

C. Requested Artwork

The University has an approved artwork approach to institutional pageantry. Other art is considered on a specific-use basis. University communications will work with areas to create banners for pageantry once location request is approved by the Architect.

Do you have existing artwork you are requesting be considered?\*

Yes  No

\*If so, please submit artwork along with this form

Are you planning to create a specific execution in the UVA brand pageantry system, working with University Communications?

Yes  No

Additional notes:

*Artwork will be approved by University Communications and Office of the Architect.*

D. Requested Installation

Facilities Management has responsibility for outputting, installing and removing pageantry hung in and around Grounds. After reviewing the approved system, Facilities Management will provide the cost associated with printing and installation.

Do you have specific needs regarding timing of installation?\*

\*Please note: Installation lead-time is 5 to 7 weeks from receipt of completed pageantry request form.

Who is the main point of contact for installation, removal and upkeep (if different from requestor)        
Additional notes:

*Production and installation will be performed by Facilities Management.*

Please Submit This Form To:

Michael Barry

Account Executive

University Communications

[Mrb9x@Virginia.edu](mailto:Mrb9x@Virginia.edu)

This information will be reviewed by the Office of the Architect for the University, University Communications, Facilities Management, and only needs to be submitted once.