



PROCEDURE: 2.1.8p.L1

WGTC Donor Acknowledgement Signage

Adopted: August 10, 2020

Purpose

The naming of buildings, facilities, grounds, and organizational units of Wiregrass Georgia Technical College for individuals, businesses, or groups who have made significant contributions to society is an honored tradition of higher education as governed by TCSG Policy 2.1.8 and TCSG Procedure 2.1.8p. In addition, Wiregrass Foundations North and South, in accordance with the Technical College System of Georgia has a policy in place that address donor requirements for naming opportunities on campus.

Procedure:

This procedure is to establish clear and consistent guidelines for the physical markings that will be used to designate a naming of a classroom, building, or wing on a Wiregrass campus.

To ensure consistency among building signages on campus, exterior building and wing signage shall not exceed 12 inches in height. The signage must match all other signage in color and font that currently exist on the building.

Interior classroom or lab signage will be plaques designed and produced by the Precision Manufacturing Program or equivalent and will not exceed 9 inches high by 14 inches wide.

Responsibility

Executive Director for Community Relations and Fundraising and the Director of Marketing and Public Relations have the overall responsibility of ensuring this procedure is implemented.

References

TCSG 2.1.8. Policy Naming of Buildings, Ground or Programs

TCSG 2.1.8p. Procedure Naming of Buildings, Ground or Programs

Wiregrass Foundation North and South Donor Policy