

## **12.07 Signage, Displays and Other Visuals**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Marketing Department shall provide updated, current and professional signage, displays, nametags and other visuals.

### Procedure:

Any department or area requiring displays or visual support material shall submit to the Marketing Department a written description of the material requested.

The Marketing Department will generate a draft of the piece for review by the requester.

Once approved or edited, a final copy will be generated for review.

Refer to Policy & Procedure 11.11, *Purchase Orders* if billing is to be charged to another account.

Final materials will be delivered as appropriate.

The use of hand-written signage is prohibited.