



Law Sign Rules: <https://www.weber.edu/facilities/yardsigns.html>

### Reserve Lawn Sign Space:

1. Go to <https://weber.edu/conferenceservices> and click on "Reserve Space"
2. Click on "I am Faculty/Staff"
3. Click "Book Now" next to Yard Signs - Outside Areas
4. Select the first day of the month you want your signs to be out and time does not matter. You have the whole month to get your lawn signs out.
5. Click "Search" button and this is what you will see something like this - there are 3 groups already reserved so you would select any of the open ones (most likely 4 since it is next). You may find that all 10 are already reserved. If that is the case, let Student Communications know asap so we can cancel your lawn signs before they go to print.

		7 AM	8	9	10	11	12 PM	1	2	3	4
Rooms You Can Request											
Yard Signs - Outside (MT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
Yard Sign Group 01	10										
Yard Sign Group 02	10										
Yard Sign Group 03	10										
Yard Sign Group 04	10										
Yard Sign Group 05	10										
Yard Sign Group 06	10										
Yard Sign Group 07	10										
Yard Sign Group 08	10										
Yard Sign Group 09	10										
Yard Sign Group 10	10										

6. Click the plus icon next to Yard Sign Group you want to reserve
7. Add 1 attendee and keep vendor (makes no sense) and click add room
8. Then up top click on the "Next Step" button

9. Add all of your contact info and other info about the signs and click on "Create Reservation"
10. You will get an email with your contract and more info on what to do next. If it is correct, reply "This Agreement is Correct."
11. Go to the Scheduling, Events, and Conferences office in the Shepherd Union Room 302 to get your stickers to put on the lawn signs
12. Put out lawn signs anytime in the month you selected
  1. They can go in dirt space around tree rings
  2. If it is an event, you need to pick them up the day after the event
  3. Otherwise, they need to be picked up before the end of the month
  4. If your event happens at the start of the month, just let the scheduling office know that you will put your signs out 2 weeks (ish) before the event and they won't take them down at the end of the month.