

## Signage Zones

*(Italics indicate signage Hotel must provide or hang)*

### 1. Front Bathrooms

*Hang Cedar Rapids banner w/ Blue Arrow*

Cosplay not Consent      Harassment Policy      Convention Rules  
Blood Drive

### 2. Hallway by Cedar Rapids Room

*Easel w/ Cedar Rapids Room & Arrow*

Blood Drive      Cosplay Aide loc/hrs      Access Ramp Directions w/ Blue Arrow  
Hotel Food Policy      Hotel Menu      Masquerade loc/hrs  
Pocket Program      Cosplay not Consent

### 3. Lobby

Easel w/ Welcome To ICON

On wall by Bathrooms:

Cedar Rapids Room w/ Blue Arrow      Blood Drive

### 4. Between Birch and Hickory (Gaming Room)

Large Gaming Room w/ Black Arrow; list hours      Cosplay not Consent  
Adult Gaming loc/hrs      Cosplay Aide loc/hrs      Masquerade loc/hrs  
Blood Drive      Uncle Sam      Harassment Policy  
Convention Rules

### 5. Between Hickory and Oak (Dealer's Room)

Large Dealer's Room w/ Black Arrow; list hours      Cosplay not Consent  
Cosplay Aide loc/hrs      Masquerade loc/hrs      Hotel Food Policy (by door)  
ConBucks      Blood Drive

### 6. Registration

*Hang Registration Banner*      Medium ICON

### 7. Free Table

*Easel w/ Hotel Food Policy*      Free Table      Blood Drive  
Cosplay not Consent      Harassment Policy      Convention Rules  
ConBucks      Uncle Sam      Cosplay Aide loc/hrs  
Masquerade loc/hrs

### 8. Cosplay Aide

List Hours      Cosplay not Consent  
Harassment Policy      Convention Rules      Blood Drive  
Masquerade loc/hrs

**9. Columns (2)**

Hotel Food Policy                      Hotel Menu                      Cosplay Aide loc/hrs  
Cedar Rapids Room w/ Blue Arrow (x4)                      Blood Drive  
Masquerade loc/hrs

**10. Volunteer/Info Desk**

*Hang Volunteer Banner*                      Information Desk  
Volunteer Board on Easel                      Cosplay Aide loc/hrs                      Blood Drive  
Masquerade loc/hrs

**11. Pay Phone Wall**

Giant Programming Grid  
By Drinking Fountains:                      Blood Drive                      Cosplay Not Consent

**12. Angled Wall of Elm**

Video/Gaming banner w/ blue arrow                      Adult Gaming loc/hrs  
Blood Drive                      Masquerade loc/hrs                      Cosplay Aide loc/hrs

**13. Video Gaming**

Black Arrow; list hrs                      Hotel Food Policy                      No Food/Open Drink Allowed  
Blood Drive                      Cosplay not Consent                      Cosplay Aide loc/hrs  
Masquerade loc/hrs                      Adult Gaming loc/hrs

**14. Art Show**

Art Show w/ Black Arrow; list hrs                      Blood Drive                      No Food/Open Drink Allowed  
Debit/Credit Fee

**15. Crafting Corner**

Crafting Corner                      Masquerade loc/hrs                      Cosplay Aide loc/hrs  
Pocket Program                      Blood Drive

**16. Elevators**

Inside Elevators:  
Uncle Sam                      ConBucks                      Blood Drive                      Cosplay not Consent

Gridwalls 1<sup>st</sup> & 2<sup>nd</sup> floors:

Masquerade loc/hrs                      Cosplay Aide loc/hrs                      Blood Drive  
Cosplay not Consent                      Hotel Food Policy                      Hotel Menu  
Harassment Policy                      Convention Rules                      Pocket Program

Outside Elevators every floor: Directories

Outside Elevators 2<sup>nd</sup> Floor: *Easel w/ Hotel Food Policy*

### 17. Water Stations

Blood Drive                      Hotel Food Policy                      Hotel Menu

### 18. ConSuite

Consuite Banner	Small Con Suite w/ Blue Arrow	Giant Program Grid
Blood Drive	Convention Rules	Harassment Policy
Uncle Sam	ConBucks	Cosplay not Consent
Masquerade loc/hrs	Cosplay Aide loc/hrs	Adult Gaming loc/hrs
Hotel Food Policy (both doors, inside and out)		

### 19. Boardrooms

Black Arrows directing how to find them.

Inside Paradise ICON Boardroom:

Uncle Sam	Conbucks	Convention Rules
Harassment Policy	Cosplay not Consent	Blood Drive

### 20. Front Lawn of Hotel

Large ICON Banner on Stakes. Be sure they are 2 feet from curb. Use zip ties.

#### List of Signs:

Cosplay not Consent: 14  
Cosplay Aide loc/hrs: 12  
Masquerade loc/hrs: 13  
Adult Gaming loc/hrs: 4  
Harassment Policy: 8  
Convention Rules: 8  
Uncle Sam: 6  
ConBucks: 6  
Blood Drive: 28  
Blue Arrows: 9  
Hotel Food Policy: 16  
Hotel Menu: 10  
Directories: 14  
Pocket Program: 4  
Giant Program Grid: 2

#### Supplies Needed:

2" Blue Painters Tape  
1" Blue Painters Tape  
Dry Erase Markers & cleaner (in Reg Cart)  
6 Zip Ties (from Art Show, for front lawn sign)  
4 butter knives (from hotel, for hanging signs)

## Signage Duties

### Pre-Convention Prep:

#### January-March Meetings:

- Request access to the Locker so you can look through the signage from previous conventions. Take note of:
  - any signs that need to be replaced due to loss or wear-and-tear.
  - any reusable signage that could benefit from being laminated to prevent future waste.
  - Any signs that cannot be used in future ICONs
- Bring these notes to the attention of ConCom and Treasury. Discuss what actions should be taken to get the main signage ready for the convention.
- Confirm with Hotel Liaison that previous means of posting signage is approved for this year's Convention.
  - Previous permission was granted to use blue painter's tape.
  - No tape or signs may be affixed to the floors due to trip hazards.
  - Previous hotel staff would hang grommets signs and post easels with their food policy.

#### April-June Meetings:

- Take Requests! Create and print any signage requested from other departments. If the requested signage is not easily done with a home computer and printer, bring it up to ConCom and Treasury.
  - Request posters from the Blood Drive Liaison.
  - Request Hotel Food Policy and Hotel Menu signage from the Hotel Liaison.
  - Confirm with Programming that they will be able to generate lists of panels for each room.
  - Award certificates. Contact those responsible for each of these events for details. Standing requests are:
    - Masquerade
    - Hall Costume Contest
    - Vogon Poetry Contest
    - Super Volunteer
    - Charity Donor
    - Art Show
    - Room Parties

#### Pre-Con Locker Meeting:

- Put any created signage in the Signage totes. Mark the totes for packing.
- Ask Registration for how many Benefactors, GOH's, and Plus Ones we have. You will be reserving seats for them for Opening Ceremonies, TICC, and Wylde Nept.

## Signage Duties

### Convention Duties:

All signage must be completed by the time Registration opens Friday afternoon.

All signage must be professional-looking. Use tape rolls on the back of smaller signs, use frame larger signs in tape. No taping corners or crooked signs please.

Give yourself time to get all the signs posted. It takes approximately 6 hours for 1 person to hang all these signs in a neat and professional manner.

- Obtain Blood Drive signs from the Blood Drive Liaison
- Obtain the Hotel's Food Policy and Menu from Hotel Liaison
- Post a list of panels outside each meeting room door and on the front table of each meeting room. This list should be auto-generated by the Programming program. Ask Programming Department for this.
- Any last-minute signs can be created using the Hotel's Business Center. Do not abuse this resource!
- Be sure to use hotel-approved means of posting all signage.
- Reserve front-row seats at Opening Ceremonies, TICC, and Wylde Nept for Benefactors, GOH's, and their Plus One's.
- Post directions to boardrooms and any other hard-to-find rooms (like Cedar Rapids Room).
- Be On-Site for setup, the duration of the convention, and teardown, to post and maintain signage.
- **ENSURE NO TAPE RESIDUE IS LEFT ON ANY GRIDWALLS OR HOTEL SURFACES DURING TEARDOWN.**

