

Board Charge to the Signage Task Force

The Board of Directors of First Unitarian Universalist Church of Nashville charges the Signage Task Force with **designing, constructing, and installing church signage (both inside and out) as recommended by the October 2014 signage audit.**

The task force will fulfill this charge using the following steps:

1. Using the information gathered by the October 2014 signage audit, determine what materials will be needed to construct each sign.
2. Compile a list of cost estimates for signage. (This includes evaluating whether each sign can be constructed in-house [i.e., by volunteers with access to the necessary printing equipment and/or supplies, or by the office], and taking bids for signage that must be constructed by an outside company).
3. Design the signs, guided by the 2013 Welcoming Environment Task Force Visual Findings Report. (Key elements include legibility, placement, phrasing, and consistency in design.)
4. Report back to the board with this information.
5. Construct and install signs that can be created in-house (i.e., with no additional funding required) by the annual meeting in June 2015.

Approved March 2015