



**First** JUSTICE WITH  
LOVE AND JOY,  
OPEN TO AWE  
**Unitarian  
Universalist**  
SOCIETY OF SYRACUSE

**Policy #:** 009

**Policy Name:** Sign (Sandwich Board) Maintenance Procedure

**Purpose:** To describe the procedure for maintaining and updating the First Unitarian Universalist Society of Syracuse (First UU) sandwich board sign located outside the front of the building.

**Original Date:** 3/23/2016

Original Written By: Dennis Killian-Benigno 1/12/2016

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Revisions By: Valoree Suttmore 11/23/2019

Reviewed By: Dennis Killian-Benigno 1/19/2020

Approved By: 2015-2016 FUUSS Board of Trustees 3/23/3016

Operations Manual/Document Administrator 1/25/2020

## A. General

1. The sandwich board sign located outside the front entrance of the First UU building is intended to convey information to the general public regarding events, sermons, lectures, etc. happening at First UU.
2. In order for the sign to reflect current information happening at First UU, it needs to be maintained and updated weekly.
3. A First UU volunteer(s) is responsible for retrieving the information needed to go on the board and updating/changing the board.
4. All materials required for the changing/updating of the board are located in the First UU Narthex, adjacent bathroom, on the bottom shelf in a shoebox.
5. All information that needs to be displayed on the sandwich board can be obtained from the minister, the music director and/or the chair of the Worship and Music Ministry.

## B. Attachments

1. Sandwich Board Sign Ordering and Repair Information (Attachment I)

## C. Procedure

1. Each week, the volunteer responsible for maintaining the sandwich board sign will update the board with the topic for the following Sunday service. This can be done at a time convenient for the volunteer, but must be done no later than three days prior to the event (for example, Thursday for a Sunday event).
2. The volunteer will retrieve the sandwich board from outside the front of the First UU building and bring it to the Narthex stored next to the exit door. The volunteer will also gather the information to be placed on the board regarding the upcoming Sunday service, from the Minister, Chair of the Worship & Music Ministry and/or the Director of Music.
3. Letters in the shoe box are separated in alphabetical order. Symbols and numerals are in zip-lock bags, also in the shoe box.
4. Both sides of the sandwich board need to be updated with the same information each week, in order for the information to be visualized from either direction. If there are special activities, they may be placed on one side or both (examples: Garage Sale, Plant Sale, Conference, etc.)

5. To expedite the process of updating the information, leave letters from the previous week on the board, if they will be used for the current week's topic. In addition, when selecting letters for one side of the board, set aside a second for the other side.
6. To replace the letters/symbols, lift each one out of the support strips from the top, replacing them in the box. When placing each letter/symbol for the next topic, place them in the desired location by slipping them into position on the bottom first and then the top – DO NOT slide the letters/symbols as that weakens the support strips.
7. When complete, move the sandwich board back out to the location in front of the First UU building near the road where it is displayed. Place bricks to hold the legs in position in order to minimize the board blowing over in inclement weather (after all, this is Syracuse!)
8. After an event arrange for the board to be moved into the Narthex until used again.
9. For sign repair, or to order additional letters/symbols see Attachment I for contact information.
10. The sign does not need to be placed outdoors during inclement weather such as wind storms or snow. As a result, during wintertime the sign rarely is placed outside.