

Guidelines for Posting Notices in County Buildings

These guidelines apply to all postings to be placed in buildings under the supervision and direction of Facilities and Property Management (FPM).

General:

County departments and agencies requesting that postings be displayed in county buildings can submit the "Request to Post" form (insert link) along with a sample of the posting to the FPM Customer Service section, at the address shown.

The sample of the posting will be reviewed by Customer Service to ensure that it conforms to the standards below:

Size: In general, the size of the notice should be no larger than one-half of an 8.5 X 11 in. sheet of paper. Exceptions will include Commissioners Court Resolutions, postings required by statute, and pre-printed mass produced posters, such as those used to announce blood drives and charity functions. These may be submitted and decided on a case-by-case basis by the Director.

Content: The mention of money will not be allowed in the posting. Postings should be neither controversial nor political in content. Postings must be government affiliated with no private advertising allowed.

Timing: Postings should be submitted for approval a week prior to the first date to be posted, if possible. Postings should generally be posted for no longer than two weeks prior to an event. Postings will be removed the next working day after the event. Customer Service will handle distribution, posting, and removal of each posting for each event.

Quantity: The requesting party is responsible for reproducing the posting in the quantities below:

All Buildings Downtown: 103
ITC/Drug Building, 406 Caroline – 4
Congress Plaza, 1019 Congress – 4
Administration Building, 1001 Preston – 10
Anderson Clayton, 1310 Prairie – 16
Civil Courthouse, 201 Caroline – 18
HC Federal Credit Union, 1400 Franklin – 1
Wilson Building, 49 San Jacinto – 6
Criminal Justice Center, 1201 Franklin – 21
Family Law Center, 1115 Congress – 8
Peden Building, 600 N. San Jacinto – 1
Juvenile Justice Center, 1200 Congress – 9
Fire Station, 1302 Preston – 5