

BANNER APPLICATION



BANNER GUIDELINES:

- The Minimum size of banner is 8' x 3' and the Maximum size is 12' x 3'.
- Banner must have metal grommets (grommets every 3' top and bottom) and wind slits for hanging purposes.
- Banner must be dropped off to Park Department office (307 Wooster Rd) at least 3 days prior to beginning date.
- Banner must be picked up in Park Department (307 Wooster Rd) office after ending date.
- If date of event is printed on the banner, the banner may be taken down the next business day after the event.
- Only 1 (one) banner can be hung at a time and will only be displayed for a **maximum of two weeks**.
- Please include a sketch or drawing of the banner that includes all wording and artwork.
- Application must be submitted 20 days prior to hanging a banner.

Please complete form and return:
40 Public Square, Mount Vernon, OH 43050
(740) 393-9517 / fax: (740) 397-6595
mtvmayor@mountvernonohio.org

Today's Date: _____ Beginning Date for Banner: _____ Ending Date for Banner: _____

Purpose for Banner: _____

Organization: _____

Contact Person:

Name: _____

Address: _____

Email Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Approval:

Safety Service Director: _____ Date: _____

Mayor: _____ Date: _____