

# BANNER PROGRAM APPLICATION

Date Received \_\_\_\_\_

Event or Activity: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Number of years Event has been held: \_\_\_\_\_

Anticipated Event Attendance: \_\_\_\_\_

Number of Out-of-County Participants Expected: \_\_\_\_\_

Number of Overnight Stays in Area Lodging Anticipated: \_\_\_\_\_

Sponsoring Organizations: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

	Requested	Scheduled
Date to Hang:	_____	_____
Date to Remove:	_____	_____
Location:	_____	

Proposed artwork: attached \_\_\_\_\_; previously approved \_\_\_\_\_ (check one)

# of Banners \_\_\_\_\_ \$150 installation total (not per banner)

**Payment must be made in full at time of application  
(Please do not request that this payment be waived)**

Deliver banners to Department of Community Development if you use self-storage, with check payable to CITY OF COLUMBUS.

The undersigned states that s/he has the authority to make this application on behalf of the organization listed above. Further, applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the Banner Advisory Committee will make a recommendation to the Board of Public Works which, in its sole and absolute discretion, may approve, deny, or set any conditions or limitations on any banners which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Application or liability of the City.

\_\_\_\_\_  
Applicant's Signature

Deliver application form to:

Programs Coordinator  
City Hall  
Department of Community Development  
123 Washington Street – 2<sup>nd</sup> Floor  
Columbus, IN 47201

Board of Public Works Approval:

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Approval Date: \_\_\_\_\_

# DESIGN FORM

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

- SPECIFICATIONS FOR PLACEMENT

- ARTWORK MUST BE TO SCALE AND IN COLOR



