



# CITY OF GREENSBURG

## Electronic Sign Message Request Form

### Contact/Submitter Information

Name: \_\_\_\_\_  
 Mobile Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Organization Legal Name: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_  
 Website URL: \_\_\_\_\_

\*If a charitable or nonprofit organization, please list the goals of your organization:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Message Details

Date of Event: \_\_\_\_\_

Length of Event (timeframe, days, etc.): \_\_\_\_\_

Is this a for profit or nonprofit Event: \_\_\_\_\_

Background of Event:

\_\_\_\_\_  
 \_\_\_\_\_

Message (text only, five words or less):

\_\_\_\_\_  
 \_\_\_\_\_

Please remember:

You may send us text only information, your logo or image.

- High resolution j.peg format.
- For best results, image(s) must be close up or cropped view
- High Contrast colors for best viewability
- Five words or less
- Apply your image on the desired background color when possible
- Scale text at a minimum of 6" tall text
- 2:1 Aspect Ratio (The sign face is 4'x8')

**Post will be based on 1<sup>st</sup> come 1<sup>st</sup> serve and The City will prioritize on importance.** Posting your message is not guaranteed due to priority, safety and amount of message available per timeslot. The sign location and our viewers only having so much time to view each message. The city reserves the right to edit your post. The City reserves the right to change or update this information without notification to all.

To submit this request, please send this form, text/logo/image to Kristen Williams at [kwilliams@greensburg.in.gov](mailto:kwilliams@greensburg.in.gov). Electronic submissions only, will not take submissions over the phone or through the mail.