



## Banner and Event Advertisement Guidelines and Application

### Banner Guidelines

- Banner application must be submitted to the Community Relations Office at City Hall (603 Watts Avenue, Pascagoula) no less than 30 days prior to the proposed display dates.
- Banner content must be charitable or nonprofit related in nature.
- Banners must be delivered to the Community Relations Office one week prior to scheduled display date.
- Banners must be picked up from the Community Relations Office within **1 week** after being displayed. If it is not picked-up, the banner will be discarded.
- Requested display dates will be honored when possible and scheduled as availability allows. It is best to schedule as early as possible to ensure availability.
- Banners may not advertise, promote the sale of, or publicize any merchandise or commodity. Banners may not be political in nature. Banners containing commercial sponsor language referring to alcohol, tobacco, etc. may be prohibited.
- Applicants are strongly encouraged to submit a banner proof to the Community Relations Office before the final banner is printed.
- Banners must be made of vinyl or of comparable material.
- Banners should include event name, organizer(s), date, time and location of the event.
- Banners must meet all the design specifications below.

### Banner locations and design specification:

- Marquee Sign at City Welcome Sign:
  - East (Hwy 90/Temple St.) = 18' wide by 4' high (must be horizontally oriented)
  - West (Hwy 90/Pascagoula St.) = 18' wide by 4' high (must be horizontally oriented)
  - Grommets must be a maximum of 24" apart along top and bottom
  - Wind slits should be cut in the banners to prevent tearing
- Northwest corner of Pascagoula St. and Hwy. 90 (adjacent to Community Oak):
  - 4' wide by 4' high
  - A minimum of 4 metal grommets (one in each corner)

**Applicant Information:**

Requested Display Dates: Start \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Description of the event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please select banner request location(s):**

- East Marquee Sign
- West Marquee Sign
- Northwest corner of Pascagoula and HWY. 90
- Slot 1
- Slot 2
- Slot 3

**Form must be mailed or hand delivered to the Community Relations Office at City Hall (603 Watts Avenue, Pascagoula) or emailed to [kluketich@cityofpascagoula.com](mailto:kluketich@cityofpascagoula.com).**

**Applicants will be notified if request is approved or denied.**

**I agree to comply with the requirements and understand if they are not met, the request will be denied.**

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*For office use only*

Public Information Officer (or designee) \_\_\_\_\_ Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_