



Community Event Sign Application
 (One application per event is required)

Group/Organization: _____ Name of Event/Service: _____
 Contact Name: _____ Date of Event: _____
 Address: _____ Requested Sign Posting Date (maximum of 10 days prior): _____
 City: _____ State: _____ Zip: _____ Sign Content to Read: _____
 Phone: _____ Cell: _____
 Email: _____

Sign Location(s) Requested: (check all that apply/refer to attached location map)

Location	Side A/B/C/D	Location	Side A/B/C/D
1. Santa Fe & HR Pkwy		6. C470 & Colo Blvd	
2. Lucent & Town Center		7. Wildcat & McArthur	
3. Plaza & Broadway		8. University & Quebec	
4. HR Pkwy & Broadway		9. Quebec & Altair	
5. Dad Clark & University			

Sign Requirements:

1. Signs must be 4' x 4'
2. Signs should be made of corrugated plastic or other weather-resistant material
3. Signs may include: event name, dates, times, location, fees (if applicable), logos.
4. Only one logo or title sponsor – not to exceed one (1) square foot.
5. Signs may not be posted more than 10 days prior to event and removed by sunset the day after the event.
6. Signs may be affixed with staple gun, nails or wood screws.
7. **It is strongly recommended that: Signs contain as few words as possible. Letters be a minimum of four (4) inches large.**
Remember: Vehicles are on a 6 lane road with a speed limit of 45mph. It is difficult to read busy signs or small lettering.

Acknowledgement:

The applicant acknowledges that they are responsible for the posting, maintenance and removal of the event signage. The Metro District assumes no responsibility for the loss or damage of any signage. Non-compliance may result in a fee assessment to be paid by the responsible organization.

Signature: _____ Date: _____