



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date ___ / ___ / ___

Monday Banner End Date ___ / ___ / ___

**(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)
(Banners may only be requested for one week at a time per form)**

Reason for Banner _____

Organization _____ Contact Person _____

Contact Phone _____ Contact Email _____

City of Cadillac & State of Michigan Guidelines:

- _____ Banner requested date is a minimum of 2 months prior to display date requested.
- _____ Banner picture or a design proof is **attached with this request form** or it will not be approved.
- _____ The City reserves the right to determine when the banner is hung during inclement weather.
- _____ The City is not responsible for any damages to the banner.
- _____ Banner requested is for a reasonable and public purpose.
- _____ Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
- _____ The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
- _____ The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
- _____ Banner does not contain an address or directions to location.
- _____ Banner meets all the design specifications on the back of this form.
- _____ The banner will be delivered to City Garage a minimum of **1 week before** banner is to be displayed.
City Garage is located at 1001 6th Street and hours. Call Street Supervisor at (231)920 -7800 to schedule time.
- _____ Banner will be picked up within **1 week after** being displayed; if it is not picked up, the banner will be disposed of.

Form must be mailed or delivered to the above address or emailed to: publicworks@cadillac-mi.net **(No Faxes accepted)**

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name _____ Signature _____ Date ___ / ___ / ___

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

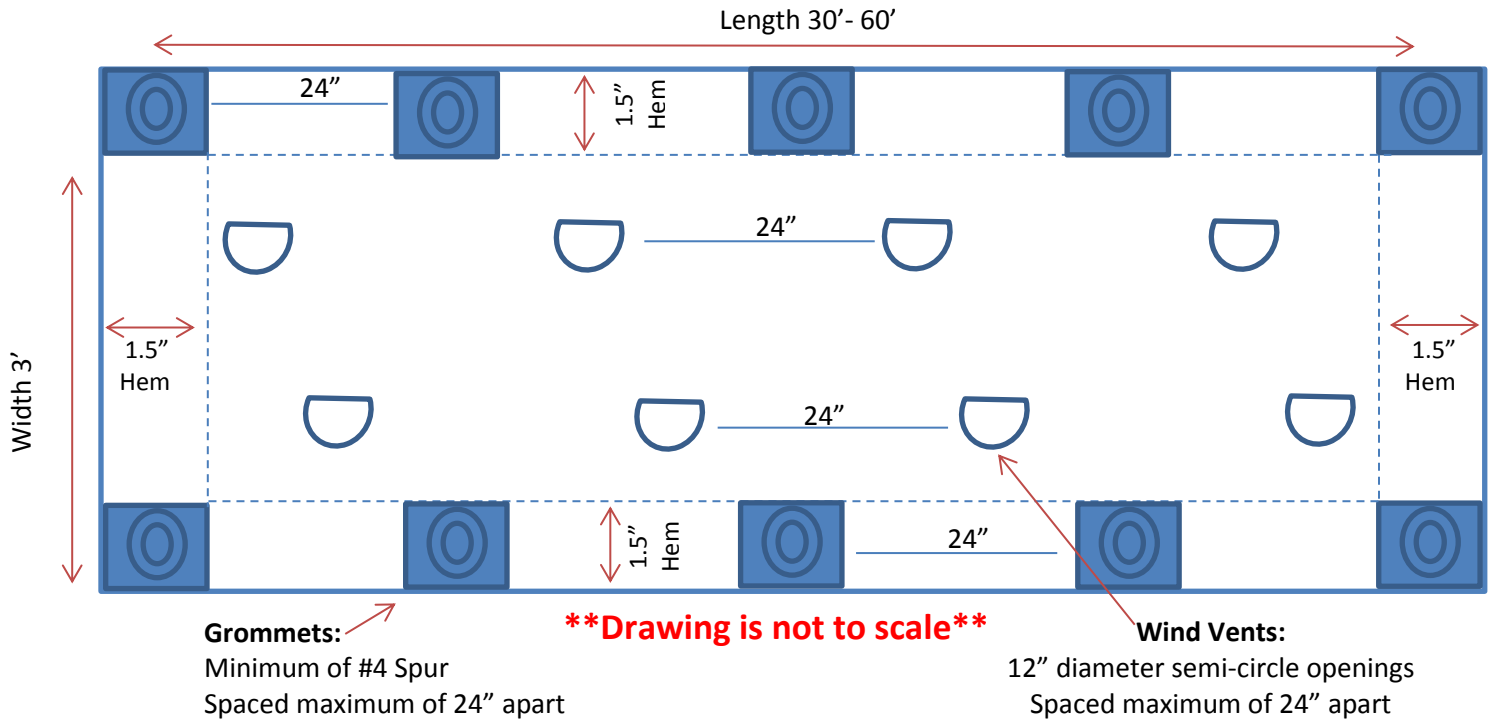


For Office Use Only

Streets _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of Michigan _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

Banner Specifications

- Banner must be made of a minimum of 18 oz. vinyl or of comparable material
- Hem must be 1.5" double folded and stitched on inside & outside
- Grommets must be a minimum of # 4 Spur and not more than 24" apart along top & bottom
- Wind Vents must 12-18" semi-circle openings and not be more than 24" apart



**Attach a photo of the banner or provide a detailed design proof
(Request will not be approved without a proof or picture)**