



# Village of Elk Grove Electronic Message Sign Request Form

## Organization Information

- Requests are limited to organizations domiciled in Elk Grove Village and/or events held in the Village
- Each organization will be permitted no more than three (3) sign requests per year.
- Messages from individual persons will not be accepted.
- Organizations affiliated with the Park District, such as youth sports organizations, should direct their requests to [dmalinowski@elkgroveparks.org](mailto:dmalinowski@elkgroveparks.org).

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Organization Mailing Address

## Description of Event

Briefly describe the nature of the event and the reason you feel the message is of general interest to the entire community. See guidelines for permitted events below.

• Must be of interest to the general community.	• No messages of a political nature.
• Philanthropic requests must have wide community interests.	• Must be of interest to all religions (no messages regarding religious services).
• No commercial sponsored interests, even if related to a charitable function	• No personal or similar type messages.

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

## Message Text

- **Text is limited to a maximum of 60 characters total.**
- Profanity or anti-social language and/or symbols will not be accepted.
- The Village reserves the right to edit all messages.

Who 1. \_\_\_\_\_

What 2. \_\_\_\_\_

Where 3. \_\_\_\_\_

When 4. \_\_\_\_\_

\_\_\_\_\_

<b>Dates Requested</b>	
<ul style="list-style-type: none"> <li>• No message shall run more than seven days.</li> </ul>	<ul style="list-style-type: none"> <li>• Requests will be granted on a first come, first served basis.</li> </ul>
<ul style="list-style-type: none"> <li>• The sign shall be in operation from 7:00 a.m. until 10:00 p.m. daily.</li> </ul>	<ul style="list-style-type: none"> <li>• A maximum of two (2) Community Event Signs shall be shown per day.</li> </ul>
<ul style="list-style-type: none"> <li>• Submissions must be made at least seven days before the requested posting date.</li> </ul>	<ul style="list-style-type: none"> <li>• The Village reserves the right to preempt and reschedule approved messages as needed.</li> </ul>

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

**Including Images for Use in Message**

The Village’s Electronic Message Sign can display images as well as text. If you have any image(s) you would like to use as part of the message, please include them in electronic format on a USB drive or disc. Images for messages should be in JPG, GIF, PDF or similar format with an image resolution between 150 x 240 to 600 x 1000. You can also submit images (and this application) electronically on the Village website at [www.elkgrove.org/signrequest](http://www.elkgrove.org/signrequest).

**Requester Information**

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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**FOR ELK GROVE VILLAGE OFFICIAL USE ONLY**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Please print out and fax to:  
847-357-4022

Or

Mail to:  
Village of Elk Grove  
901 Wellington Ave.  
Elk Grove Village, IL 60007  
Attn: Electronic Message Sign