



Routes 42 & 303

COMMUNITY INFORMATION SIGN POLICIES AND PROCEDURES

Messages posted on the City of Brunswick Community Information Sign must be related to information, services or events presented by Non-profit groups, or public, cultural or educational events, or by other groups which do not involve a fee. These groups must operate within, or provide service to the residents of the City of Brunswick. If any fee is involved, you must provide a copy of your non-profit tax status to have your message considered for posting. No fees will be mentioned on any announcements posted on the sign; however, a contact number must be included. (Policies established 4/20/07)

- No political statements for or against a party, individual, levy, etc. will be accepted or displayed.
- No personal messages will be accepted.
- All requests must be made by submitting a completed application form (along with non-profit status, if required) either electronically or in print.
- All announcements will run for a **MAXIMUM OF FIVE CONSECUTIVE DAYS**. Requests must be submitted **TWO WEEKS IN ADVANCE OF DESIRED POSTING DATE**.
- Groups are limited to one message per any 30 day period.

A maximum of 20 messages will be displayed during one cycle of the Community Information Sign, to maximize visibility of the posted messages. All messages are posted on a first come, first served basis.

The City of Brunswick, at its sole discretion, may edit, delete or reject any messages not deemed appropriate. At any time, the City, in times of emergency or other situation, may override community messages and utilize the Community Information Sign for purposes of providing emergency or other immediate communications to its residents.

When preparing your message, it must be brief and to the point. Use the five W's as you prepare the message...what, when, where, why and who. Messages must be kept to a maximum of 52 characters total, including punctuation and spacing. Please fill in the following grid, one letter, space or punctuation to a box and do not split words between two lines.

Requested run dates / / through / / (five consecutive days maximum)

The Brunswick Community Information Sign is operated by the staff of Brunswick Area Television. For more information, please contact BAT at 330-220-1726. Completed forms can be faxed to 330-273-8067.

Organization _____

Applicant Name _____

Address _____

Phone _____ email _____