



HIGH STREET BANNER PROGRAM APPLICATION

The Village of Covington under Ordinance 06-23 established a banner program for the 28 poles along High Street. The regulations and eligibility guidelines, which are available for download and the website (www.villageofcovington.com/bannerprogram) list the following items as the purpose of the program:

1. To promote community events and the Village in general through the installation of properly designed and installed banners on street poles.
2. To complement the aesthetic appearance of the Village by introducing color, a sense of excitement, and community feel through colorful and properly design banners.
3. To allow individuals and organizations to participate in the financing of this program through sponsorship.
4. To create an effective administrative process to manage the High Street Banner Program.
5. Pursuant to Ordinance 06-23, the Village Administrator is hereby authorized to establish an administrative process, policies, guidelines and fees to implement a carry out the High Street Banner Program consistent with the purpose of such program.

General Banner Guidelines

1. All banners shall be printed on both sides of the banner fabric.
2. High Street Banners shall be made of marine acrylic canvas or heavy reinforced vinyl resistant to ultraviolet rays, mold, and mildew.
3. Each banner shall have two (2) double stitched reinforced hems and two (2) brass grommets.
4. Banners shall be 24" x 36" in size.
5. Banner arms have been placed on Village-owned poles and will be maintained by the Village of Covington.
6. Banners shall not be used for the advertising or promotion of commercial products, corporate entities, or services by the sponsoring agency, organization or person.
7. Banners shall not be used to convey political messages or campaign or religious messages.
8. Banners shall not contain any offensive, hateful and/or negative messages or graphics. The Village at its sole discretion may refuse to accept and/or fulfill an order for any banner containing language or graphics with a questionable message as deemed by the Village.

Photo Requirements

Printed Photographs must be at least 8" x 10" and be in color, black & white, or sepia toned (brownish). Digital Photographs must be at least 24" x 24" and 300 dpi in JPEG, TIF, or PNG formats. Web images or cellphone photos of original images are not acceptable as the quality will degrade when put onto the banner.

Application Process

Interested sponsors will need to complete and submit the application form attached along with the required fee, and drop off their application at the Government Center, 1 S. High Street, Covington, OH 45318 for consideration.

A list will be created based on a first come, first served basis and banners will be put up based on this list with a priority going to those who have not been up previously.

Deadlines

Hometown Hero banner deadlines are April 1 and August 1 for the year. All other banners shall be approved 90 days prior to being put up.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318
contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com

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SPONSOR INFORMATION			
SPONSOR NAME:		DATE OF APPLICATION	TYPE OF SPONSORSHIP <input type="checkbox"/> Hometown Hero <input type="checkbox"/> Community Event <input type="checkbox"/> Welcome / Seasonal
Contact Information			
CONTACT NAME (If different from Sponsor Name)		ADDRESS	PHONE / EMAIL CONTACT
BANNER INFORMATION			
Hometown Hero Banners			
NAME OF HOMETOWN HERO		BRANCH OF SERVICE	RANK
HERO'S CONNECTION TO COVINGTON		DID YOU PROVIDE A PHOTO FOR USE THAT MEETS THE REQUIREMENTS? <input type="checkbox"/> YES – PLEASE EMAIL TO CONTACT@VILLAGEOFCOVINGTON.COM	
Community Event / Welcome / Seasonal Banners			
SPONSORSHIP NAME ON BANNER (EXAMPLE – THE SMITH FAMILY)			
DID YOU PROVIDE A PHOTO / IMAGE FOR USE?			
<input type="checkbox"/> No, please use any photography the Village wishes (standard) <input type="checkbox"/> Yes, a unique single photo (additional fees and conditions apply – see regulations) <input type="checkbox"/> Yes, multiple images photos (additional fees and conditions apply – see regulations) <input type="checkbox"/> Yes, I have provided full designs (additional fees and conditions apply – see regulations)			
Agreement / Standards / Understanding			
<input type="checkbox"/> As a sponsor, I have read the regulations adopted under Ordinance 06-23 which regulate the Banner Program and agree to abide by them. <input type="checkbox"/> I understand that banners are the property of the Village of Covington, and are not required to be returned to the sponsor after they are put up. <input type="checkbox"/> I agree to pay the required sponsorship fee based on the type of banner I am requesting to sponsor, and understand that this fee is non-refundable, and does not guarantee that the banner will be put up as part of the current block of banners, but will be placed on a list, and that the banner will be put up in a first come, first served manner. <input type="checkbox"/> I understand that the banner will be put up once for a minimum of 60 days. <input type="checkbox"/> I agree that the Village of Covington is not liable for any damage to the sponsored banner due to vandalism, natural causes, or any other reason and that the Village has the right to remove the banners			
Applicant's Signature			
APPLICANT'S SIGNATURE		APPLICANT'S PRINTED NAME	DATE
OFFICE USE ONLY			
Processed By:	Banner Number:	Fee Paid - CASH / CHECK # / RECEIPT #	DATE

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