



Banner and Event Advertisement Guidelines and Application

Banner Guidelines

- Banner application must be submitted to the Community Events Coordinator's Office at City Hall (603 Watts Avenue, Pascagoula) not less than 30 days prior to the proposed display dates.
- Banner content must be charitable or nonprofit related in nature.
- Banners shall be submitted to the Community Events Coordinator's office the Monday prior to date to be hung.
- Banners shall be picked up from the Community Events Coordinator's office within **1 week** after being displayed. If it is not picked-up, the banner will be discarded.
- Requested display dates will be honored where possible and scheduled as availability allows. It is best to schedule as early as possible to ensure availability.
- 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. Banners containing commercial sponsor language referring to alcohol, tobacco, etc. may be prohibited.
- Applicants are strongly encouraged to submit a banner proof to the Community Events Coordinator's office before the final banner is printed.
- Banner must be made of vinyl or of comparable material.
- Banner shall include Event name, organizer(s), contact phone number, date, time and location of the event.
- Banner meets all the design specifications below.

Banner locations and design specification:

- Marquee Sign at City Welcome Sign:
 - East (Hwy 90/Temple St.) = 18' long by 4' height shall be horizontally oriented
 - West (Hwy 90/Pascagoula St.) = 18' long by 4' height shall be horizontally oriented
 - Grommets must be a maximum of 24" apart along top and bottom
 - Wind slits should be cut in the banners to prevent tearing
- Northwest corner of Pascagoula St. and Hwy. 90 (adjacent to Community Oak):
 - 4' wide by 4' in height
 - A minimum of 4 metal grommets (one in each corner)

