

Community Event Sign Application

Local Group/Not-for-Profit Organization: _____

Mailing Address, City, Zip Code: _____

Contact Person: _____ Title: _____

Mailing Address, City, Zip Code: _____

Phone (day): _____ (evening): _____

Name and Date(s) of Event: _____

Email: _____

If paying by credit card (Discover, Visa, Mastercard or American Express):

Card #: _____ Expiration date: _____

PLEASE SUBMIT MOCK-UP ONE MONTH PRIOR TO ADVERTISING DATE



Naperville
Park District™

Indicate first, second, or third choice:

One week, one side (\$90)*

One week, two sides (\$120)

Two weeks, one side (\$120)*

* The south side of the sign is assigned first; if unavailable the north side is assigned.

Select date to install sign (list Mondays):

First choice: _____

Second choice: _____

Third choice: _____

COMMUNITY EVENT SIGN

Advertise your upcoming community activity on the Community Event Sign, located in William Friedrich Memorial Park on Washington Street. Donated by the Naperville Jaycees, this sign provides a place for Naperville not-for-profit organizations to promote community events whose primary purpose is not for private nor commercial gain. Park District and Jaycees' events have priority use.

Reservations for 2010 will be accepted in November. A lottery will be held on November 17, 2009 to determine those organizations that will use the sign. You may call anytime during 2009-2010 to check sign availability. For more specific information, please call (630) 848-3606.

Organizations are responsible for the production of their sign. A list of local sign vendors is available upon request.

A mock-up of the sign you will be using must be submitted to the Naperville Park District for approval. Please submit your mock-up one month in advance of your scheduled advertising date.

HOW TO APPLY:

1. Complete the form in its entirety, listing alternate choices where applicable. Organizations are limited to one application per event, with a total of two applications per year.
2. Mail payment and form to: Community Event Sign, Naperville Park District, Attn: Lynnette Hoole, 320 W. Jackson Ave., Naperville, IL 60540. To ensure your best chances, submit your form and payment no later than 8:30 a.m., Monday, November 16, 2009. The lottery will be held that day.
3. The Park District will mail or e-mail a response to confirm your reservations within three weeks of the lottery date. You also may call (630) 848-3606 after December 14, 2009 to inquire about your sign reservation. If the dates you selected are not available, your name will be placed on a wait list and your money will be refunded.

For office use only.

Rental # _____