City of Sylvania

LED SIGN MESSAGE REQUEST APPLICATION

(Located at the corner of Main and Monroe Streets)

Organization/Group Name:_____

Address of Event:_____

Contact Person:_____ **Date of Event:**_____

Phone #_____**Fax#**_____

E-mail:_____

Dates Requesting to Display Message:

Beginning:_____ **End:**_____

Mail or Fax Application to:
Mayor's Office
LED Message Request
6730 Monroe Street
Sylvania, OH 43560 FAX# (419)885-8927

Questions/More Information:
Laura Bigelow (419)885-8926
Mike Tansey (419)885-8964

Applications must be received at least ten (10) business days prior to requested message start date. To include a graphic with your message, please email the graphic to lbigelow@cityofsylvania.com. Graphic files will only be accepted in JPG or GIF format and must comply with a resolution of 80 x 64.

Print the message as you would like to see it appear on the sign. Please keep details brief. You may submit up to two (2) more panels, just copy and attach to application. Staff reserves the right to edit/abbreviate if necessary.

PANEL 1

Line 1										
Line 2										
Line 3										
Line 4										
Line 5										
Line 6										