



## Marquee Event/Message Request Policy

- Requests for the marquee must be submitted 30 days prior to display date request.
- Requests must be submitted on the request form available at Village Hall or downloaded from the Village website. Completed request forms may be submitted via attachment to an e-mail addressed to Kevin Flaughier [zoning@maryville-il.us](mailto:zoning@maryville-il.us).
- Requests will be considered from non-profit organizations within the Village and Maryville Fire Protection District on a first-come, first-served basis as space permits after Village events are posted.
- Requests for events that regularly occur on a weekly or monthly cycle will not be accepted.
- Outside organization's requests for messages **MUST** include a requested time frame of **not more than** 2 weeks' duration.
- Outside organizations will be limited to 1 displayed event per month.
- Village events take precedence over outside organizations and are not subject to the duration and event limits listed above.
- Events will be deleted from the marquee the day after the conclusion of the event; events concluding on a weekend or holiday will be deleted the next business day.



## Marquee Event/Message Request Form

Date of Submission: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Requested Run Dates: \_\_\_\_\_ through \_\_\_\_\_  
*(Not to exceed 2 weeks)*

Keeping details as brief as possible, please complete event/message information below:

Name of Event/Message: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Information (phone number, website, etc) for additional event details:

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If a color scheme is desired, please indicate below. You may also submit a graphic or flyer in .pdf, .jpeg, or .gif format.

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**Due to resolution & appearance concerns and space limitations, messages may be edited and formatted at the discretion of the Village of Maryville.**