

## Anthem Community Council Parks – Banner Request Application/Policy

Hanging banners or placing signage out on Community Council Property is only permitted with prior authorization. Specified locations to display banners are available to 501(c) (3) / not-for-profit status organizations sponsoring an Anthem Community Council approved event within the Anthem Community property (proof of 501c3 may be required).

Organization Name _____	Contact Name _____		
Event Name _____			
Contact Phone Number _____	Contact Email Address _____		
Event Location _____	Date(s) of Event _____	Time of Event _____	
Select Locations:	<input type="checkbox"/> Anthem Way & Gavilan Peak (corner)	<input type="checkbox"/> Daisy Mountain	<input type="checkbox"/> Community Center*

### Banner Request Process:

1. This application form (and accompanying documentation) must be completed and submitted to the Special Events Director at least 45 days before the event. Any request submitted after this time frame may not be eligible.
  - a. An 8 ½ x 11 proof of your banner must also accompany the application. (Must show font and color schemes.)
2. Application packet will be reviewed and considered for approval within 14 days, at which time, the applicant will be notified of the status.
3. If approved, applicant will deliver approved banners to Community Park Maintenance Building 14 days prior to event.
4. Banners are permitted to hang 14 days prior to event and removed the last day of the event.
5. Banners will be available for pick up 2 days after the last day of the event at the Community Park Maintenance Building. Banners will be disposed of if not picked up 14 days after event.

### Banner Guidelines:

1. Banners must have a 4'x10' dimension for the street corner locations, and a 3'x12' dimension for the community center. A 4'x5' banner will be required if multiple banners will be on display (excluding community center. Final banner size will be approved by the Anthem Community Council and applicant will be notified. (Banner size requirements are subject to change.)
2. Event name & information must be the prominent display on the banner.
  - a. Sponsor names and logos cannot exceed 25% of the banner dimensions.
3. One banner at each location, per organization, is permitted (if available.)
4. Maximum of two banners, representing two separate events, is permitted at each banner placement location.
5. Available dates will be scheduled on a first come – first serve basis.
6. Once banners have been approved, anything submitted that does not meet approved standards or guidelines will be taken down.

### Banner Location Options:

1. Anthem Way & Gavilan Peak (southeast corner)
2. Daisy Mountain just east of I-17
3. Above Anthem Community Center entry way

Anthem Community Council (ACC) sponsored events or partnership events will take precedence over all other events (i.e. Anthem Days, Music in May, Independence Day, Autumnfest, AVM, Parade, Triathlons, etc.). Anthem Community Council sponsored events will be allowed banner placement at all locations, 3 weeks prior to the event, and may display sponsor information as needed. ACC sponsored events may place banners throughout Council property as approved. During those three weeks prior to the above events, ONLY Anthem Community Council Sponsored Event and/or Partnership Event banners will be allowed on Anthem Community Council Property. ACC approved events may be eligible for banner placement in other areas of the park. Anthem Community Council is not responsible for damage to or theft of banners while on ACC property. \*Subject to change.

By signing below, I acknowledge that I have read the Banner Request Application guidelines, have provided accurate information, and agree to the terms set forth. I also acknowledge that any misrepresentation of information provided, or non-compliance with the terms set forth, will be grounds for ineligibility of the Banner Request or removal of banner from specified locations.

\_\_\_\_\_  
Signature of person submitting this request

\_\_\_\_\_  
Date

**This section to be completed by Anthem Staff**

Date Application received \_\_\_\_\_ Rec'd by (name) \_\_\_\_\_

\*\*\*\*\*

**Dates Available:** \_\_\_ Yes \_\_\_ No      **Council Approval:** \_\_\_ Yes \_\_\_ No      **Date of Approval** \_\_\_\_\_

**Locations & Size approved:**

Anthem Way/Gavilan Peak:      \_\_\_\_\_ 4'x5'      \_\_\_\_\_ 4'x10'

Daisy Mountain:      \_\_\_\_\_ 4'x5'      \_\_\_\_\_ 4'x10'

Community Center      \_\_\_\_\_ 3'x12'

Banner(s) Picked Up by \_\_\_\_\_ Qty \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Staff member \_\_\_\_\_  
(Please print)