



## **Bartlett Park District Electronic Sign Board**

The electronic sign board is located at the corner of S. Bartlett and Stearns Road. Messages play on both sides of the message board. The signboard is used for informing the public of Park District events, classes, and services. Community messages will be considered pending the number of messages for that particular time period. Precedence will be given to Bartlett Park District messages.

**External message requests must be submitted via email to [sfairbanks@bartlettparks.org](mailto:sfairbanks@bartlettparks.org) a minimum of 2 weeks prior to event and maximum of 4 weeks prior to the event. You should include: Name of organization, name of the person submitting the form and phone number, and when you would like the message to be posted. For the message you may use up to 3 lines of text, with a maximum of 28 characters including punctuation. For more information call 630-540-4834.**

BPD does not guarantee that your message will be placed on the sign. BPD is not responsible for information submitted incorrectly. BPD has the right to shorten or adjust the message to accommodate the sign. External message requests will remain on the board no longer than one week. BPD reserves the right to decide which messages are appropriate or in conflict with park district policies or guidelines.

### **General Guidelines:**

- No more than one message per event or per group will be displayed at the same time.
- Messages cannot run consecutively or put in to run for more than one week.
- Events must have a community based audience and be access available to the public.
- Bartlett Park District reserves the right to refuse requests to organizations that offer competing facilities and services or who do not advance the mission of Bartlett Park District.
- Organization making the request is responsible for contacting Bartlett Park District should the event be cancelled, postponed, or rescheduled.
- Messages must not state or imply Bartlett Park District endorsement or approval of any goods or services.
- Messages will be posted in a timely manner, but not necessarily upon submission.

### **Specific Messages Not Allowed**

- Promotion of alcoholic beverages and tobacco products is prohibited.
- Promotion of candidates in any election is prohibited.
- Promotion of political or religious viewpoints is prohibited.
- False, misleading, or deceptive messages are prohibited.
- Promotion of commercial goods or services is prohibited.
- Garage sales or private sales of goods or services are prohibited.
- Personal messages of any kind are prohibited at this time.

### **These are examples of items that may be considered:**

**Community (Library, Village, Schools, Fire, Police, County, etc.)**

**Bartlett Service Group Fund-Raisers/Events** *Lions Club, Fourth of July Committee, Rotary, Bartlett Woman's Club, Scout...*

**Military:** *Welcome home to Bartlett Resident that is on leave, returning from service, or like*

**Other – Not-for-Profit** *Must be a non-political, non-controversial, 501C3 consistent with our brand values (recreation, health, environment, community)*

# Electronic Sign Board Request Form

Message (limit one week) Start Date: \_\_\_\_\_ Message End Date: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email \_\_\_\_\_

Message (limit 3 lines 28 characters per line)

---

---

---

Date(s) of event: \_\_\_\_\_

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

Phone number for more info: \_\_\_\_\_

Please complete this form and submit it to the Marketing Manager at least 2 weeks before the start of your message.

Forms may be dropped off to the attention of Stephanie Fairbanks at Bartlett Community Center, 700 S. Bartlett Road during regular business hours, or emailed to [sfairbanks@bartlettparks.org](mailto:sfairbanks@bartlettparks.org).

Please call to confirm receipt if you do not hear anything within 72 business hours.

**For more information, contact Stephanie Fairbanks, Marketing Manager, at (630) 540-4834.**

04/23/25