

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	05-14-14	Requested Meeting Date:	05-19-14
		Confirmed Meeting Date:	
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Discover Downtown Franklin	
Name:	Tara Payne	Telephone:	317-346-1258
Title or Position:	Director		
E-Mail:	tara@discoverdowntownfranklin.com		
Address:	70 E. Monroe Street		
City:	Franklin	State:	IN
		ZIP:	46131
Who will attend the meeting and present the request?			
Name:	Tara Payne & Danny Causey	Telephone:	317-346-1258
Title or Position:	DDF Design Committee Chair		
E-Mail:	danny@franklinheritage.org		
Please describe the purpose or title of your presentation.			
Proposed street pole banner display program			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Banner Display Program Guidelines			
2. Exhibit A - Banner Dimensions			
3. Exhibit B - Banner Locations			
4. Banner Display Application			

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at jalexander@franklin.in.gov or call 317-736-3609.



BANNER DISPLAY PROGRAM GUIDELINES

I. Introduction

A. Purpose of the Banner Program

The purpose is to enhance and beautify the Downtown Business District, to add color and excitement to downtown Franklin, and to aid in the promotion of cultural and civic events.

B. Banner Advisory Committee

The Banner Advisory Committee is the Discover Downtown Franklin Design Committee, which has received approval from the Board of Public Works. This group shall review banner artwork before banners are ordered, and approve or modify banners according to the provisions outlined below. The committee shall report on an as-needed basis to the Board of Public Works regarding requests to display special event banners. The committee shall meet as required to perform its duties.

II. Regulations for Participation in Banner Program

A. Eligibility

Banners must represent or promote non-profit cultural or civic events, or activities of general public interest. Examples include:

Elk's Pub Crawl, DDF Farmers' Market, FHI Historic Home Tour, Parks & Recreation's Fall Festival, Chamber Cash Bash, JC Museum Beer & Bluegrass, UWJC Day of Caring, Habitat for Humanity Women Build, LJC Wine Tasting, JCCF Gala, Etc.

Banners will **NOT** be displayed for the following purposes:

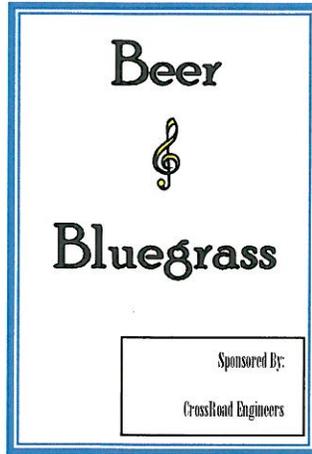
Commercial Advertising
Political Candidates, Issues, or Parties

B. Banner Content

Banner design must be generic in nature, graphically or symbolically representing or depicting the event. Since banners will be observed from a distance, frequently by motorists, it is strongly recommended that the design be bold and simple. Messages should be kept to a minimum and generally announce an event without specific dates, locations, times, etc. In consideration of the public benefit, the prime sponsor(s) of a cultural or civic event or activity of general public interest may be given sponsorship credit.

The sponsorship credit shall be tastefully incorporated in the banner design. No telephone numbers or similar forms of advertising are permitted. Sponsor criteria: Located in no more than one-quarter (1/4) of the banner. The lettering must not be larger than 2 inches in size. The words "Sponsored by:" should be included.

Example:



C. Design Approval

The preliminary graphic design of the banner will be jointly reviewed by the sponsoring organization and the Banner Advisory Committee. A dimensional color artwork drawing (minimum size 3" x 9") is to be submitted for preliminary approval. THE BANNER ADVISORY COMMITTEE MUST APPROVE THE FINAL GRAPHIC DESIGN. Banners must be well maintained. Maintenance will be at the discretion of the Banner Committee.

D. Banner Size and Features

The banner shall be constructed of rip stop nylon or a minimum 15 oz double-faced smooth weave vinyl. Banner size is 20 inches in width and 30 inches in height after fabrication. A 1.4 inch loop hem must be sewn in the top and bottom of the banner (for threading on the upper and lower banner arms). The banners shall be double faced. **See Exhibit A.**

E. Banner Placement

The banner display schedule will be presented to the Board of Works by the Banner Advisory Committee. Banners will be placed and removed by the City of Franklin Street Department and there may be a combined installation and removal cost of \$100. Checks shall be made payable to City of Franklin, and payment is required before banners will be displayed. Available banner locations can be found on **Exhibit B**. There are 19 street light poles with banner arms.

F. Banner Display Schedule

Any organization desiring to promote its special event through use of a new banner must file an application with the Banner Advisory Committee not less than two months (three months preferred) before the requested display date. Organizations desiring to promote special events through use of banners previously displayed through this program must file an application with the Banner Advisory Committee not less than one month before the requested display date. The committee may vote to modify the banner schedule at any time. Typically, first priority on requested locations is given on a first come, first served basis. Organizations may make a brief presentation at the scheduling meetings. Banners may

be hung a maximum of four weeks prior to the event. Banners will be removed as soon as practical after the event. The maximum display time may be limited to allow as many organizations as possible to participate in the program. In the event of scheduling conflicts, the length of time for banner display, the quantity of banners displayed, and locations will be at the discretion of the Banner Advisory Committee. Organizations may display banners at the same time, but the designs and numbers must be approved for simultaneous display.

G. Number of Banners

In order for an organization to participate in the banner program, it must be willing to provide (at their own cost) a minimum of 5 banners. The number of banners to be displayed must be approved by the committee to ensure an acceptable pattern of placement.

H. Storage and Liability

Banners are the property of the sponsoring organization, but (when space is available) the City may store banners if requested to do so by the sponsoring organization. The City of Franklin is not responsible for the banners while they are being displayed, hung, removed or stored. If you chose to store your own banners: please pick them up (from the Street Department) within 10 business days after they are removed or they may be discarded. The Street Department or the Banner Advisory Committee will notify you when your banners are ready for pickup.

I. Ownership Responsibility

The sponsoring organization is responsible for all costs associated with the production, printing, delivery, storage, and installation of the banners. The Banner Advisory Committee will coordinate with and serve as liaison to the Board of Public Works and the City of Franklin Street Department regarding approval, scheduling, installation, and removal of banners.

Exhibit A

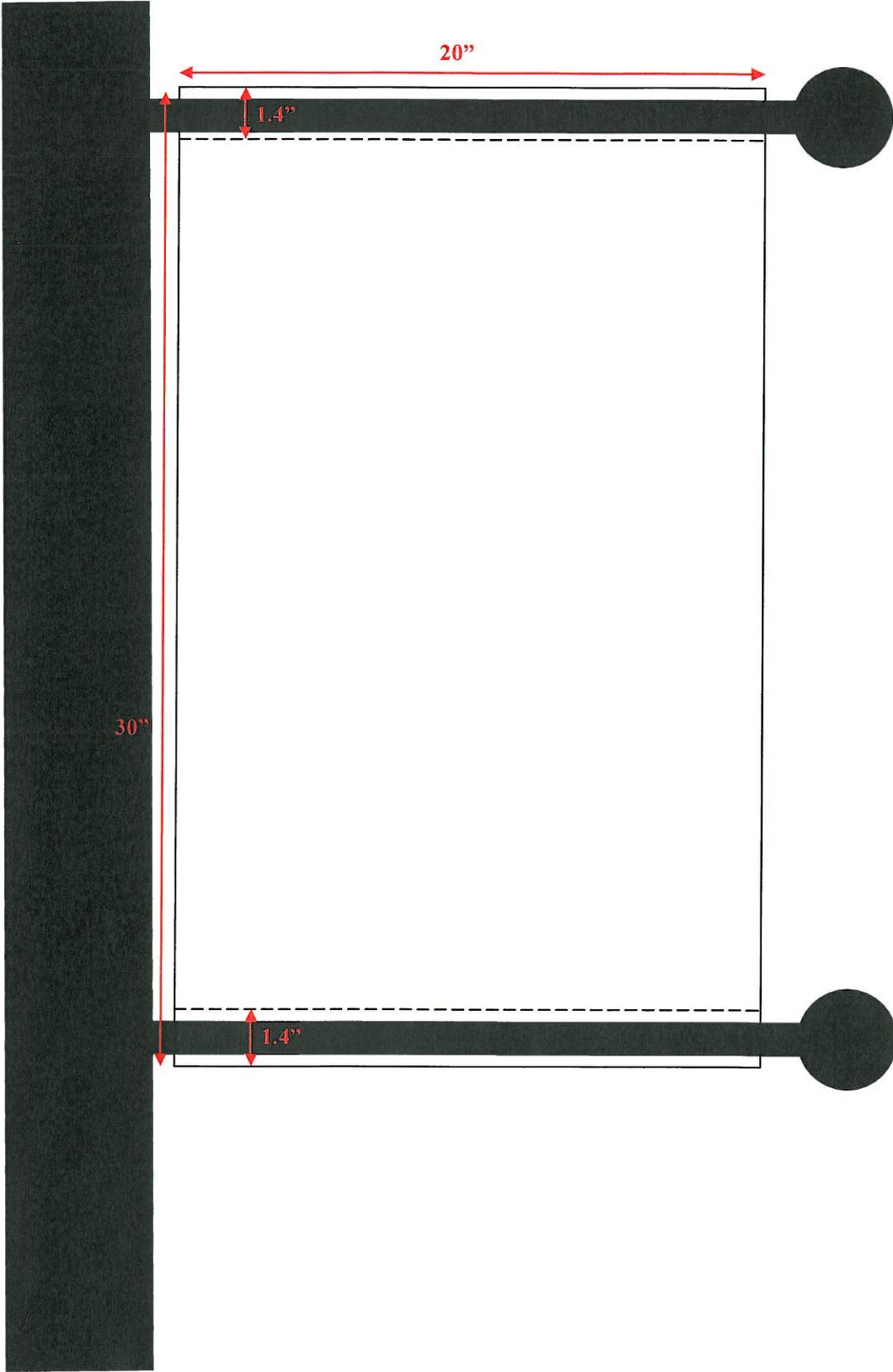


Exhibit B



1 inch = 100 feet

Downtown Lightpole Banners/Flags

Created: Franklin Planning Dept. - 5/13/14
A. Getchell

Discover Downtown Franklin
Banner Display Program Application

Event or Activity _____

Brief Description of Event: _____

Location of Event: _____

Event Date(s) & Time(s): From: _____ a.m/p.m To: _____ a.m/p.m

Requested Approved

Number of Banners: _____

Install Date: _____

Removal Date: _____

Sponsoring Organization(s): _____

Contact Person: _____ Email: _____ Phone: _____

Address: _____

Submit a full color version of the banner design (front & back) with this application. You may attach a hard copy of the design or email a pdf or jpeg version to Tara@DiscoverDowntownFranklin.com

I have reviewed this application and understand the Discover Downtown Franklin Banner Display Program requirements and agree to the terms and conditions as set forth in the program guidelines.

Signature _____ **Date** _____

Mail, email or fax completed application to:

Discover Downtown Franklin
Banner Display Program
70 East Monroe Street, Franklin, IN 46131
Fax: 317-736-5310
Tara@DiscoverDowntownFranklin.com

For Office Use

Date Received: _____ DDF Approval Date: _____ Board of Works Approval Date: _____