



Triangle Park Digital Sign Message Request Form

Date Received: _____

Date Entered: _____

Organization/Group Name: _____

Contact Person: _____ Phone: _____

Email address: _____

Name of Event: _____

Description of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Dates Requested to Display Message: Start _____ End: _____

---- Print message as it is to appear on the sign. Up to 4 lines allowed.

Please remember the more letters the smaller the letters will be.

You can request up to 2 screens (per event) to include your message.----

Please note: The City of Manawa reserves the right to reject all messages or to modify and format the content to fit the limitations of the digital sign.

Screen 1

Screen 2

I certify that I am authorized to submit this request by the organization identified. I also agree to the procedure and guidelines required with the submittal.

Name: _____ Date: _____

****SEE PROCEDURE AND GUIDELINES BELOW:**

Procedure to Submit Request:

1. Message requests must be submitted five (5) business days before the desired beginning display date.
2. This request form **MUST** be completely legibly in PRINT format. All areas need to be completed in its entirety to be considered.
3. No Verbal requests will be accepted.
4. Messages are limited to the name of the event, sponsor, date, and other specific factual details of the event. **Make your message short and brief.**
5. Submit a Digital Sign Request to manawatrianglepark@gmail.com or drop form off at the Manawa City Hall.

Who May Submit a Request:

- Nonprofit organizations; including local church events.
- Community Service and Civic minded organizations.
- School District of Manawa Events unrelated to actual sporting event time.

Example: school plays, concerts, art shows, large scale events such as homecoming, etc.

Regular scheduled sporting events are available on the School District of Manawa website and Facebook page.

The following guidelines will be in place:

No false, misleading, or deceptive information.

No personal wishes such as Happy Birthday, Happy Anniversary etc.

No promotion or opposition of a candidate for public office or a ballot measure.

No promoting the sale of alcoholic beverages or tobacco products.

No obscure, vulgar or profane language.

No violence or anti-social behavior or that which relates to illegal activity.

No private business related messages.