



## Electronic Sign Requirements

### WHO

- Space on the electronic messaging sign at Lincoln St. and Main St. may be requested by:
  - o non-profit or charitable organizations (*events only*),
  - o city and county governments,
  - o school systems located in Decatur County

### WHEN

- The form and information must be received 14 day prior to desired post date.
- **All completed forms need to be submitted electronically to the email address at the bottom of this page, NO PAPER OR OVER-THE-PHONE FORMS WILL BE ACCEPTED.**
- Submitted content may not be posted on the sign more than 14 days before the event starts

### WHAT TO INCLUDE

- Simple and to the point messaging.
- You may send us text only, your logo or image. (*You attest you have the rights to use the image*)
  - o High resolution j.peg format.
  - o For best results, image(s) must be close up or cropped view
  - o High Contrast colors for best viewability
  - o Recommended five words or less
  - o Apply your image on the desired background color when possible
  - o Scale text at a minimum of 6" tall text
  - o 2:1 Aspect Ratio (The sign face is 8'x4')

### HOW

- Post will be based on 1<sup>st</sup> come 1<sup>st</sup> serve and The City reserves the right to prioritize.

### NOTICES

- The City reserves the right to prioritize messages and change:
  - o Display time and duration
  - o Order of content presented
  - o Content submitted
- Posting of your message is not guaranteed
- The City reserves the right to change or update this information without any notification

### SUBMISSION

Submit a completed form and post information along with any text, logos or images to:  
Kristen Williams at [kwilliams@greensburg.in.gov](mailto:kwilliams@greensburg.in.gov)