

Bartlett Park District Electronic Sign Board

The electronic sign board is located at the corner of S. Bartlett and Stearns Road. Messages appear on the east and south sides of the sign. The same message plays on both sides of the message board at the same time. 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. The following things are taken into account when deciding what requests will be displayed.

- Park District messages have priority over all outside requests.
- External message requests must be submitted on an Electronic Sign Board Request Form and submitted a minimum of 2 weeks prior to event and maximum of 4 weeks prior to the event.
- External message requests will be reviewed, edited and posted no more than two weeks prior to event.
- External message requests will remain on the board no longer than one week.
- The BPD does not guarantee that your message will be placed on the sign.
- No personal messages will be placed on Electronic Sign Board at this time.
- The BPD has the right to shorten or adjust the message to accommodate the sign.
- The BPD is not responsible for information submitted incorrectly.
- The BPD reserves the right to decide which messages are appropriate or in conflict with Park District policies or guidelines.

These are examples of items that may be considered if space is available:

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...

Other – Not-for-Profit

Must be a non-political, non-controversial, 501C3 consistent with our brand values (recreation, health, environment, community)

We will not display any childcare notices, garage or rummage sales, or events/groups that are not related to the Community of Bartlett or are outside of its boundaries.

All signboard requests are approved or denied through The Marketing Manager.

04/10/02
Revised 6/7/10



Bartlett Park District Electronic Sign Board Request

Please read the guidelines and restrictions on the first page prior to submitting your request.

Requested by: _____ Today's Date: _____

Email Address: _____ Phone: _____

Date you would like your message to appear: _____
(Messages appear for one week only)

Please print neatly.

Please limit your message to 20 characters per line. Spaces, punctuation, #'s and letters count as one box.

Line 1																			
Line 2																			
Line 3																			

Any questions regarding messages please call 630-540-4834 or email sfitzsimons@bartlettparks.org

To submit your form you may drop it off at the registration desk at Bartlett Community Center, mail it to 700 S. Bartlett Road, Bartlett, IL 60103 or email it to sfitzsimons@bartlettparks.org.