

Town of Crawford

Signboard Advertising Request Form

The Town of Crawford installed and maintains a signboard located in Pioneer Park at the west entrance to town. This sign is made available to aid in the promotion of community events. Since there can, at times, be conflicts relating to numerous events taking place simultaneously; as well as issues relating to scheduling of personnel to change these signs in a timely manner, the Town has adopted the following standards in regard to sign board reservations and servicing:

1. The Town maintains a priority system when deciding which events to promote. The list below indicates, in order, which categories will be given preference. Ten days before signage is to be placed for a given week, the organization highest on the list will be granted signage privileges. Requests for signage, that are made less than 10 days prior to posting date will not be considered unless no other requests have been made.
 - a. Events sponsored by the Town of Crawford.
 - b. Crawford-based non-profits holding events in Crawford.
 - c. North Fork-based non-profits holding events in Crawford.
 - d. Other non-profits holding events in Crawford.
 - e. Non-profits holding events elsewhere in the Valley (Paonia, Hotchkiss)

The Town will not post notices to advertise events for a specific business, or for religious or political purposes. Exceptions may be made for charitable activities undertaken by business, religious or political groups, so long as the aim of the event is not to directly promote the business, religious or political group. (Example: A hurricane relief benefit sponsored by a church would be considered while a church pot luck would not).

2. Organizations choosing to post and remove their own sign, will be charged no fee. Those not posting their own sign, authorize the Town of Crawford to post and remove the sign on the specified dates for a fee of \$20. (Checks should be made payable to: "Town of Crawford"). Payment will be due prior to signs being posted. Those changing their own signs will be required to return any lettering removed from the signboards to the Town immediately.
3. Sign boards will be available in one week intervals: Monday morning to Monday morning. Signs may be changed one week early in cases where no events are scheduled for advertisement the preceding week.

Signage Application

Name of Organization: _____

Name of Contact: _____ Phone # of Contact: _____

Date Request Submitted: _____

Week to post (list dates Monday through Monday): _____

Choose One: We will post our own sign (N/C) Please post the sign for us - we have enclosed a check for \$20.

Please list intended message: (The sign board allows for 4 rows of text at 18 characters per line)

Please submit request in person to Town Hall or mail to: Town of Crawford, P.O. Box 56 Crawford, CO 81415.

*We will contact you 10 days prior to posting date to inform you if your request has been accepted.

For questions, please call Town Clerk, Margaret Pearce at 921-4725.

By signing here you agree that The Town of Crawford assumes no liability for injury for those posting their own signs.

Signed: _____ Date: _____