



VILLAGE HALL
200 S. HOUGH ST.
BARRINGTON, IL. 60010
(847) 304-3400
BARRINGTON-IL.GOV

BARRINGTON

Be Inspired.

MARKETING REQUEST FORM

Name of Organization: _____

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Announcement Date Request- Start: _____ End: _____

Event Blurb: _____

The Village of Barrington is responsible for determining if or when content may be posted.
Please be aware that we may edit received content and may preempt submitted content for important Village announcements.

Please email graphics to **vobvm@barrington-il.gov** (current logos, photos, Power Point slides etc.)

Available Media Outlets FREE to Non-Profit Organizations:

☐ Website ☐ Print Newsletter ☐ E-Newsletter ☐ Community Events Sign ☐ Channel 4 (must submit slide)

The Gazebo Banner is available for a fee; subject to guidelines below.

☐ Gazebo Banner (\$275 fee & subject to availability) Week of Display: _____
(Banners are displayed from Monday to Sunday)

Gazebo Banner Guidelines:

1. Requests must be submitted at least one week, but no sooner than six months, prior to the date of installation.
2. **Any requests received on the 1st of the month via fax will be considered after any applications received in-person on the first business day of the month.** All Village sponsored events will take precedence over other requests. In the event that more than one application is received for the same display week, approval will be given to those events that most closely follow the intent of the gazebo banner.
3. Submit a sketch of the banner to include size, colors, banner contents/wording and construction material with this application. Applicants are responsible for supplying their own banner. Banner size requirements : 3' x 8'. Banners are to be professionally constructed for durability (should include wind slits and reinforced grommets). Ropes are not to be included.
4. Banner is to be dropped off to Public Works Department, Raymond Street, three business days prior to installation and picked up within four business days of removal, or the banner may be discarded.
5. The Village of Barrington is not responsible for damage to banners.

FOR OFFICE USE ONLY

Date Request Received: _____ Date Approved/Denied: _____

Approved By: _____ Mailing Date: _____

Event Name: _____ Dates of Installation: _____

cc: Public Works Department