



**Banner Request Form
For Calendar Year 2010
State Avenue, NE**

Instructions: Banner requests must be in writing and include a signature. You may email your form to publicworks@ci.olympia.wa.us ; however, you *must then mail or fax a signed copy* to finalize your request.

Notification: You will receive notification regarding your request within 30 days of the City’s receipt of your application.

Timeline: This request form is for the 2010 calendar year. Reservations open on March 2, 2009.

Today’s Date:	
Name of Organization:	
Contact Person:	
Phone Number:	
Email Address:	
Alternate Contact/Phone Number:	
Nature of Event/Activity:	
Purpose of Banner:	
Date(s) of Event:	
Week Requesting:	

I have reviewed the City’s Banner Policy and understand the restrictions and conditions placed on the use of the banner cable.

Print Name

Title

Signature

Approve Deny

Jeannine Stewart
Public Works Gateway Services

Date